

# Planning & Zoning Application



## A. Application Requirements

All required items must be complete before an application can be placed on the appropriate meeting agenda.

	<i>Required</i>	<i>Complete</i>	<i>Incomplete</i>
1. Completed Zoning Application ( <i>attached</i> )	1	_____	_____
2. Three copies of full size legible site plans ( <i>site plan plus additional plans identified in Section C</i> )	3	_____	_____
• See Note below for information on Site Plan.			
• Accurate legal description of property required.			
3. Evidence of ownership or letter of concurrence from property owner if applicant is not the owner	1	_____	_____
4. Application fee ( <i>can be submitted after administrative review</i> )	1	_____	_____
5. Evidence that there are no delinquent property taxes, special assessments, penalties, interest and/or municipal utility fees due on the property ( <i>City staff to verify</i> )	1	_____	_____
6. Neighborhood notification ( <i>some form of neighborhood notification by the applicant is strongly recommended</i> )	_____	_____	_____
7. Petition of adjacent property owners ( <i>rezonings only</i> )	_____	_____	_____

## B. Site Plan Information

*All plan submittals must meet the following format requirements:*

- A **Title Block** stating the name & address is required.
- A **North Arrow** is required.
- Three sets of plans are required (**11" x 17"** or **24" x 36"**).
- Plans for preliminary review can be **11" x 17"** and to scale.
- One set of **8-1/2" x 11"** legible reductions is required for City Council/Planning Commission packets.
- Plans must be able to be photocopied.  
(the applicant is responsible for reproducing color plans)
- The **Scale** must be appropriate for the size of the project.  
(1 inch = 10 feet or 1 inch = 20 feet is preferred in most cases)

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## C. Plans to be submitted:

	<i>Required</i>	<i>Complete</i>	<i>Incomplete</i>
1) Site plan with existing conditions	X		
2) Site plan with proposed improvements	X		
3) Building elevations	X		
4) Accurate Certificate of Survey	X		
5) Accurate Legal Description for recording purposes	X		
6) Landscape plan/details	X		
7) Tree protection plan	X		
8) Grading plan	X		
9) Drainage plan	X		
10) Storm water management plan	X		
11) Utility plan	X		
12) Sediment & erosion control plan (constr. period)	X		
13) Lighting plan/details & photometrics	X		
14) Screening plans for mechanical equipment and dumpsters	X		
15) Signage plan/details	X		

## Information to be included on plans:

- a) Property lines, setbacks, and lot dimensions
- b) Building dimensions, height
- c) Building coverage
- d) Impervious surface coverage (buildings + hard surface/lot size)
- e) Access to parcel, location of medians
- f) Street locations, right-of-way, driveway and drive aisle widths
- g) Existing & proposed topography with spot grades & slopes in excess of 3:1
- h) Parking lot layout including location of curbing and striping
- i) Location of fire lanes & related signage
- j) Location of hydrants
- k) Location of underground storage tanks and major utilities
- l) Sidewalk/trail alignment plan
- m) Easement documents
- n) Significant trees lost and preserved

- ◆ The City reserves the right to require additional plans or information as necessary.
- ◆ Submittal of an application grants the City permission to inspect and photograph the property.

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Street Address of Subject Property: \_\_\_\_\_

Legal Description of Subject Property: \_\_\_\_\_

Applicant/Contact \_\_\_\_\_ (print or type) Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Company \_\_\_\_\_ Address (if different) \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

## Application For:

Conditional Use Permit _____	Amended Conditional Use Permit _____	Site Plan Approval _____
Amended Site Plan Review _____	Planned Unit Development Plan _____	Final Development Plan/Conditional Use Permit (PUD) _____
Amended Planned Unit Development Final Development Plan _____	Plat (Preliminary/Final) _____	Rezoning _____
Subdivision Waiver _____	Ordinance Amendment Or Comprehensive Plan Amendment _____	Variance _____
Interim Use Permit _____	Appeal _____	Special request to Council _____

**Brief Description of Request:**

  
  

**OFFICE USE ONLY:**  
**Application Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	Complete	Incomplete	Staff Initials	Date
1. Application Requirements	_____	_____	_____	_____
2. Administrative Review	_____	_____	_____	_____
3. Any Additional Requirements	_____	_____	_____	_____
4. Non-refundable Filing Fee Amount: _____	_____	_____	_____	_____
5. 15-day notice of completeness deadline: _____				
Notice of extention mailed: _____				
		60-day deadline: _____		
		120-day deadline: _____		

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**Provide the following information about the property and proposed project:**

Describe the proposed project:

What effect/impact will the proposal have on adjacent properties? How will any effect/impact be mitigated?

What is the anticipated completion date of the project? If the project is to occur in phases, provide a schedule for all phases.

<b>Zoning</b> Existing:                      Proposed:	<b>Gross Floor Area (all floors)</b> Existing:                      Proposed:
<b>Number of Floors</b> Existing:                      Proposed:	<b>Building Envelope Square Footage</b> Existing:                      Proposed:
<b>Total Number of Parking Spaces</b> Existing:                      Proposed:	<b>Parcel Size</b> Existing:                      Proposed:
<b>Handicapped Parking Spaces</b> Existing:                      Proposed:	<b>Number of Employees</b> Existing:                      Proposed:
<b>Use of the Property (for multi-use properties, provide square footage for each use)</b> Existing:                      Proposed:	<b>Hours of Operation</b> Existing:                      Proposed:
<b>Day Care -- Number of Children to be Served</b> Existing:                      Proposed:	<b>Multi-Family Project -- Number of Units</b> Existing:                      Proposed:
<b>Auto Garage -- Number of Service Bays</b> Existing:                      Proposed:	<b>Restaurant -- Number of Seats</b> Existing:                      Proposed: