

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. 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. Set 11" x 17" reductions of site plans.	1	_____	_____
4. Electronic set of plans (.pdf) on disk or flash drive.	1	_____	_____
5. Evidence of ownership or letter of concurrence from property owner if applicant is not the owner	1	_____	_____
6. Application fee(s) (Appendix D of City Code)	1	_____	_____
7. 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	_____	_____
8. Neighborhood notification (<i>some form of neighborhood notification by the applicant is recommended</i>)		_____	_____
9. Petition of 51% of owners of land to be rezoned (<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.
- Plans must be able to be photocopied.
- Plans must be accurate and drawn to scale.
- 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)

Planning & Zoning Application



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 (req'd to be interior to new buildings or when 100% or greater increase in g.f.a.)	X		
15) Signage plan/details (if variances needed)	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.

Planning & Zoning Application



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 _____	Amended Planned Unit Development Final Development Plan _____
Subdivision Waiver _____	Plat (Preliminary/Final) _____	Ordinance Amendment Or Comprehensive Plan Amendment _____
Interim Use Permit _____	Appeal _____	Special request to Council _____

Brief Description of Request:

Total Project Value:

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: _____	60-day deadline: _____			
Notice of extension mailed: _____	120-day deadline: _____			

Planning & Zoning Application



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.

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