

Planning & Zoning Application



A. General Application Requirements

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

1. <input type="checkbox"/> Completed Zoning Application (<i>attached</i>)
2. <input type="checkbox"/> Three Full size legible site plans (<i>site plan plus additional plans identified in Section C</i>) a) See Note below for information on Site Plan. b) Accurate legal description of property required.
3. <input type="checkbox"/> One set 11" x 17" reductions of site plans.
4. <input type="checkbox"/> Project narrative: a) Basic Description of the project b) Anticipated completion date. If project occurs in phases, provide a schedule. c) The effect or impact the proposal will have on adjacent properties and how any effect or impact will be mitigated.
5. <input type="checkbox"/> Electronic set of plans (.pdf) on disk or flash drive.
6. <input type="checkbox"/> Evidence of ownership or letter of concurrence from property owner if applicant is not the owner
7. <input type="checkbox"/> Application fee(s) (Appendix D of City Code)
8. <input type="checkbox"/> Petition of 51% of owners of land (<i>rezonings only</i>)

Rezoning and Comprehensive Plan Amendments must meet the following additional requirements:

- Must hold a public meeting prior to the public hearing
- Must install a sign on the property stating that the parcel has an application in to be rezoned and include contact information

B. Site Plan Information

<i>All plan submittals must meet the following format requirements:</i>	
<input checked="" type="checkbox"/>	A Title Block stating the name & address
<input checked="" type="checkbox"/>	A North Arrow is required.
<input checked="" type="checkbox"/>	Plans must be able to be photocopied
<input checked="" type="checkbox"/>	Plans must be accurate and drawn to scale
<input checked="" type="checkbox"/>	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

<input type="checkbox"/> Site plan with existing conditions	<input type="checkbox"/> Grading plan
<input type="checkbox"/> Site plan with proposed improvements	<input type="checkbox"/> Drainage plan
<input type="checkbox"/> Building elevations	<input type="checkbox"/> Storm water management plan
<input type="checkbox"/> Architectural Renderings (new buildings only)	<input type="checkbox"/> Utility plan
<input type="checkbox"/> Accurate Certificate of Survey	<input type="checkbox"/> Sediment & erosion control plan (constr. period)
<input type="checkbox"/> Accurate Legal Description for recording purposes	<input type="checkbox"/> Lighting plan/details & photometrics
<input type="checkbox"/> Landscape plan/details	<input type="checkbox"/> Screening plans for mechanical equipment and dumpsters (required to be interior to new buildings or when 100% or greater increase in g.f.a.)
<input type="checkbox"/> Tree protection plan	<input type="checkbox"/> Signage plan/details (if variances are needed)

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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Date _____

Street Address of Subject Property _____

Legal Description of Subject Property _____

Applicant/Contact Name _____

Applicant Signature _____

Company _____ Applicant Address (if different) _____

City _____ Zip _____ Phone _____

E-mail Address _____

Application For:

- | | | |
|---|---|---|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Amended Conditional Use Permit | <input type="checkbox"/> Site Plan Approval |
| <input type="checkbox"/> Amended Site Plan Review | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Amended Planned Unit Development or Final Development Plan |
| <input type="checkbox"/> Subdivision Waiver | <input type="checkbox"/> Plat (Preliminary/Final) | <input type="checkbox"/> Comprehensive Plan Amendment or Ordinance Amendment |
| <input type="checkbox"/> Interim Use Permit | <input type="checkbox"/> Appeal | <input type="checkbox"/> 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: _____		

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<p>Zoning Existing:</p> <p>Proposed:</p>	<p>Building Footprint/Square Footage Existing:</p> <p>Proposed:</p>
<p>Parcel (Lot) Size Existing:</p> <p>Proposed:</p>	<p>Number of floors Existing:</p> <p>Proposed:</p>
<p>Use of the Property (for multi-use properties, provide square footage for each use) Existing:</p> <p>Proposed:</p>	<p>Hours of Operation Existing:</p> <p>Proposed:</p>
<p>Total Number of Parking Spaces Existing:</p> <p>Proposed:</p>	<p>Number of Employees Existing:</p> <p>Proposed:</p>
<p>Handicapped Parking Spaces Existing:</p> <p>Proposed:</p>	<p>Day Care -- Number of Children to be Served Existing:</p> <p>Proposed:</p>
<p>Multi-Family Project -- Number of Units Existing:</p> <p>Proposed:</p>	