

**Planning Commission  
Application for Land  
Development or Subdivision  
Review Process**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICATION NO: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

**PROPOSAL FOR: (CHECK BOX BELOW)**

- SITE PLAN
- CONDITIONAL USE
- PLANNED GROUP UNIT
- PLANNED RESIDENTIAL
- PRELIMINARY SUBDIVISION
- FINAL SUBDIVISION

**APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Representative/Contact Person: \_\_\_\_\_

**PROPERTY TITLEHOLDER, INDIVIDUAL, PARTNERSHIP OR CORPORATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Representative/Contact Person: \_\_\_\_\_

Location of Property to be developed: \_\_\_\_\_

Description of Proposed Land Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deed Book Volume: \_\_\_\_\_ Page: \_\_\_\_\_ Lot & Block \_\_\_\_\_ Area of Property: \_\_\_\_\_

Zoning District Classification: \_\_\_\_\_

HAVE YOU SUBMITTED?	YES	NO*	N/A*	STAFF ONLY
A Completed APPLICATION FORM AND FEES?				
FIFTEEN (15) COPIES OF THE SITE PLAN? Sealed & <u>Folded</u> ?				
STORMWATER REPORT as per Ordinance 2700?				
BEST MANAGEMENT PRACTICES as per Ordinance 2332?				
STORMWATER COMPLIANCE LETTER from Project Engineer?				
GRADING PLAN? OR COMPLIANCE LETTER?				
SOIL EROSION AND SEDIMENTATION PLAN?				
BUILDING ELEVATION AT SCALE?				
TRAFFIC STUDY? TRAFFIC CIRCULATION PLAN?				
UTILITIES PLAN?				
LANDSCAPING PLAN?				
LIGHTING PLAN?				

\*AUTOMATIC RETURN FOR INCOMPLETENESS. Should any of the above elements not be included as part of the Land Development or Subdivision Submission Package, without advance approval of the Director of Community Development via Document #06-RME, that application shall be deemed incomplete. No further submission shall be allowed until the next submission date.