



DEVELOPMENT PLAN APPLICATION

Application Number _____

Date of Submission _____

Section 9.03 - Preliminary plat for subdivision activity or a site plan for development of a multi-family or nonresidential project shall be approved by the engineering department prior to the issuance of a development permit or initiation of any land-disturbing or construction activities in order to assure compliance with all zoning requirements and conditions of zoning approval.

Applicant

Name: _____

Address: _____

Telephone # _____ Cell Phone # _____

E-mail address: _____

Owner

Name: _____

Address: _____

Telephone # _____ Cell Phone # _____

E-mail address: _____

Project Name: _____

Project Address: _____

Land Lot(s): _____ District: _____ Section: _____

Parcel #(s): _____

Signature of Applicant: _____

Printed Name: _____ Date: _____

DEVELOPMENT PLAN REQUIREMENT CONFIRMATION

9.03.01: *Development plan approval required.* No preliminary plat or site plan shall be approved by the engineering department until the Development Review Committee has approved a development plan. Every development plan shall show the following requirements:

- Name and address of the property owner
- Name, address, and telephone number of the applicant
- Date of survey, north point and graphic scale, source of datum, date of plan drawing, and revision dates, as appropriate
- Proposed use of the property, if known
- Location (Land Lot, District, Section, Parcel) and size of the property in acres (or in square feet if less than an acre)
- Location sketch of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Location sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one inch equal to 2,000 feet. U.S. Geological Survey maps may be used as a reference guide for the location sketch.
- Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries as appropriate
- Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
- The proposed project layout including the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas and driveways.
- A statement as to the source of domestic water supply
- A statement as to the provision for sanitary sewage disposal
- The approximate location of proposed storm water detention facilities
- A color rendering or elevation identifying facade materials
- Such additional information as may be useful to permit an understanding of the proposed use and development of the property

Applicant Signature*

❖ **By Signing you confirm that all of the above items are included in your development plan.**

SUBMITTAL CHECKLIST

Note: All Development Plans shall conform to the requirements of Appendix B Section 9.03.01. Any significant deviation from the approved development plan will be cause for re-submittal to the City Council.

- Development Plan Application
- Signed Requirement Confirmation Form
- \$100.00 Development Plan Application Fee / Payment Type _____
- 1 copy of the site plan no larger than 11x17
- 1 color copy of building elevations identifying façade materials by percentages no larger than 11x17
- If Development Plan has been tabled / withdraw by applicant / Committee, you must resubmit the full development package
- Development Review Committee Meeting date _____