Preliminary Site Plan Extension Application

File Name: _____

File Number: _____

Date Stamp

A Land Use Application for a Site Plan is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing. Once an application is deemed by Planning staff to be complete, the application will be scheduled for the required meetings.

PRELIMINARY SITE PLAN EXTENSION CHECKLIST

Prior Planning Commission Approval Date(s): _____

		For Staff Use ONLY	
		Verified	Waived
	REQUIRED ITEMS		
☐	I. Land Use Application Cover Sheet.		
	II. Fifteen folded copies of a site plan (5 copies no smaller than 24" x 36" and 10 copies no larger than 11" x 17") showing:		
☐	A. The name of the site plan or dedication;		
☐	B. The date, scale, area, certification of the registered surveyor, and north arrow;		
☐	C. The current name and address of the owner(s), developer(s) and any parties of interest;		
☐	D. The boundary lines, to scale, and actual dimensions of the tract to be platted or dedicated;		
☐	E. Acreage of the entire site, tax map and parcel number, and existing zoning;		
☐	F. The proposed building envelope including setbacks for each structure to include front, each side and rear;		
☐	G. The existing parking and proposed parking, including the calculation for determining the proposed parking;		
☐	H. The location, width, and designations of all existing and proposed streets, other public ways or easements within or adjacent to the proposed development and all of other existing features such as buildings, utilities, watercourses, and power lines;		
☐	I. Wetland delineated using the US Army Corps of Engineers Manual, latest edition.		
☐	III. A CD with all of the above documentation saved in .pdf.		

I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

FOR STAFF USE ONLY

	DAC	Planning Commission	City Council	BOA
			n/a	n/a
Owner				
Contact				
Applicant				

REVISED: 01.2014

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