



Planning Application

Property Owner Signature & Submittal Requirements Form

Development Plan

Use this form for the following application types:

- Development Plan - Administrative
- Development Plan - Administrative & Minor Variance
- Development Plan - Minor Modification
- Development Plan - Public Hearing
- Development Plan - Public Hearing & Conditional Use & Major Variance
- Development Plan - Public Hearing & Conditional Use
- Development Plan - Public Hearing & Major Variance

A pre-submittal meeting is required. All submittal items are required unless indicated otherwise by staff. To be considered complete, this checklist must accompany all of the materials listed below, in a PDF format. Failure to provide required materials will result in a returned application at which point processing will be delayed.

Submittal Item	Staff Use Only
Property Owner Signature & Submittal Requirements Form	
Proof of Ownership	
Detailed Narrative	
Fire Flow Demand & Availability Calculations Form	
Existing Conditions Plan	
Site Plan	
Phasing Plan	
Architectural Drawings	
Landscape Plan	
Grading & Drainage Plan	
Utility Plan	
Lighting Plan	
Traffic Study or Waiver*	
Soils & Geo-Technical Report or Waiver*	
Drainage Study or Waiver*	
Water Demand Report or Waiver*	
Preliminary Floodplain Analysis	
Fire Code Analysis	
Signage & Striping Plan	
Other	

* Preconsultation approval required prior to submitting a Development Plan application