PLANNING APPLICATION SUBMITTAL CHECKLIST

The following is a checklist of information, documentation, reports and graphic materials generally required for applications to be reviewed by the Planning Commission. Please note that the checklist is not project specific; not all items will be required for some applications and additional items may be required for others. Please review your application with the Planning Department prior to submittal and submit this form with your application.

YES	NO	
_____	_____	SUBMITTAL CHECKLIST
_____	_____	APPLICATION FEES
_____	_____	DEVELOPMENT PROJECT APPLICATION
_____	_____	ZONING PERMIT APPLICATION
_____	_____	TITLE REPORT
_____	_____	PRELIMINARY GEOTECHNICAL / GEOLOGICAL REPORT
_____	_____	COLOR & MATERIAL SAMPLE BOARD
_____	_____	SITE PHOTOGRAPHS
_____	_____	SITE BOUNDARY STAKING
_____	_____	NEIGHBORHOOD OUTREACH EFFORTS DESCRIPTION
_____	_____	ELECTRONIC COPIES OF ALL PLANS AND PHOTOS

THREE (3) SETS OF PLANS* INCLUDING THE FOLLOWING:

_____	_____	VICINITY MAP
_____	_____	SITE PLAN
_____	_____	BOUNDARY AND / OR TOPOGRAPHIC SURVEY
_____	_____	DEMOLITION PLANS
_____	_____	FLOOR PLANS
_____	_____	ELEVATIONS
_____	_____	SECTIONAL DRAWINGS (for each structure)
_____	_____	GRADING PLAN & STATEMENT OF GRADING QUANTITIES
_____	_____	DRAINAGE PLAN (showing existing and proposed drainage patterns)
_____	_____	LANDSCAPE PLAN
_____	_____	TREE REMOVAL / PROTECTION PLAN (showing driplines of protected trees)
_____	_____	ARBORIST REPORT
_____	_____	ROOF PLAN
_____	_____	STORY POLE PLAN (see back side for requirements)
_____	_____	8-1/2 x 11 REDUCED SET OF PLANS

***NOTE: Three sets are required for the initial submittal. Seven sets of plans will be required when the Planning Commission hearing is scheduled.**