

The following items need to be submitted to the Planning and Zoning Department staff at least ten (10) days prior to the proposed Pre-Application meeting date.

Pre-Application Proposed Plans:	
<input type="checkbox"/> \$800 Fee <input type="checkbox"/> One (1) copies (11"x17") of the proposed plan <input type="checkbox"/> One (1) PDF digital copy of the proposed plan	
Application Form: The application form shall contain the following information:	
<input type="checkbox"/> Name and address of the applicant and property owner <input type="checkbox"/> Dimensions of land and total acreage <input type="checkbox"/> Description of proposed project or use, type of building or structures, and name of proposed development, if applicable	<input type="checkbox"/> Proof of property ownership <input type="checkbox"/> Zoning on the site and all adjacent properties <input type="checkbox"/> Name and address of firm or individual who prepared site plan
Site Plan Descriptive and Identification Data:	
<input type="checkbox"/> Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale <input type="checkbox"/> Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile <input type="checkbox"/> Title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions (month, day, year) <input type="checkbox"/> Scale and north-point <input type="checkbox"/> Zoning classification of petitioner's parcel and all abutting parcels Net acreage (minus rights-of-way) and total acreage	
Site Analysis:	
<input type="checkbox"/> An aerial photograph of the entire development area with all environmental features labeled on the photo in a "bubbled" fashion to include woodlands, wetlands, groundwater recharge areas, drains, creeks, surface water, severe changes in topography, erodible soils, and floodplains.	
Site Plan:	
<input type="checkbox"/> Proposed lot lines, lot dimensions, property lines and setback dimensions <input type="checkbox"/> Structures, and other improvements	
Access and Circulation:	
<input type="checkbox"/> Opposing driveways and intersections within 250 feet of site	
Landscape Plans:	
<input type="checkbox"/> The location of existing and proposed lawns and landscaped areas	

