

Submittal Checklist for a

Master Development Plan & Amendment, Planned Development & Amendment, General Plan Amendment, and Zoning Map Amendment

This checklist should be reviewed with a Planner at the Permit Center and must be submitted with the appropriate Supplemental Application. Submit ten (10) copies of the items listed below unless otherwise noted.

| REQU | JIRED ITEMS | ADDITIONAL ITEMS |
|--|--|--|
| ☐ MASTER A | APPLICATION | Consult with the Planner to determine if any of the following items are required. |
| ☐ ENVIRON | MENTAL ASSESSMENT FORM | ☐ FLOOR PLANS - if applicable |
| ☐ SUPPLEM | ENTAL APPLICATION | ☐ ELEVATIONS - if applicable |
| SUBMITTA application | AL CHECKLIST (Subject to pre- review with a Planner) | ☐ GRADING PLAN - if applicable |
| | EED or LEASE AGREEMENT (Include a | ☐ LANDSCAPE PLAN - if applicable |
| written property of | CONSENT (If the applicant is not the wner, written consent for this application | ☐ TOPOGRAPHY MAP - Show character of the terrain including flora and natural features, and existing development. |
| ☐ SITE PLAN | m the property owner must be submitted.) V (Include 1) applicant's name, address & | ☐ DEVELOPMENT SCHEDULE – If this is a phased project |
| project site external rig | ber; 2) north arrow & drawing scale; 3) address; 4) property lines; 5) internal & hts-of-way; 6) existing structures and | ☐ CALCULATIONS, if applicable, (square footage, floor area ratio, slope gradient, etc.) |
| dotted lines uses labele | (labeled to be retained or removed, use s); 7) location of adjacent structures and ed; 8) proposed structures and their uses cold lines); 9) yard dimensions; 10) vicinity | HISTORIC RESOURCES INVENTORY - if applicable |
| map showing 1/2 mile radius street system with project highlighted.) | | ☐ BUILDING SIGNIFICANCE RATINGS - if applicable |
| | AP (Can be obtained from the Planner at | ☐ CIRCULATION PLAN - if applicable |
| the Permit | , | TRANSPORTATION DEMAND MANAGEMENT PROGRAM - if applicable |
| | TION PACKETS (3 SETS – Radius map, list, mailing labels, and affidavit) | ☐ TRAFFIC ANALYSIS - if applicable |
| | ECT AREA RADIUS MAP - Provide a map age the project boundaries, and label all uses ructures within a 500-foot radius of the aries. | ☐ SIGN INVENTORY - if applicable |
| and structu boundaries | | ☐ MARKET/ECONOMIC ANALYSIS - if applicable |
| | RAPHS (2 SETS - Provide photographs ne entire subject property – label | ☐ ESCROW/TITLE PAPERS - if applicable |

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photographs and key to a location map.)