



- X   12. A corporation or partnership applying to a Planning Board or Board of Adjustment for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes shall list the names and addresses of all stockholders or individuals owning at least 10% of its stock in any class, or at least 10% of the interest in the partnership
- X   13. If required, an Environmental Assessment Report in accordance with this Chapter
- X   14. Application fee
- X   15. Initial escrow deposit in accordance with this Chapter
- X   16. Completed W-9 form

**II. GENERAL GRAPHIC SUBMITTALS FOR ALL APPLICATIONS:** *(Not required for individual applications for detached one- (1) and two- (2) family dwelling unit buildings used and intended to be used solely for residential purposes).*

**Map or drawings as follows:** *(Please specify whether or not documents have been submitted are not applicable or a waiver is requested\*)*

- X   1. Map size 12" x 18"; 18" x 24"; or 24" x 36" *(All map submittals to be folded to within 10" x 15" manila envelope)*
- X   2. Key Map referencing all streets within 600 feet
- X   3. Name and address of applicant with name of proposed development
- X   4. Name, address, seal and signature of P.L.S., P.E., P.P., R.A. as permitted by law, who prepared the plan
- X   5. Spaces for all applicable signatures. *(Board Chairman, Board Secretary, City Engineer)*
- X   6. Date prepared and all revision dates
- X   7. Graphic scale and north arrow
- X   8. Dimensions and bearing of all existing and proposed property lines with existing and proposed lot sizes
- X   9. Dimensions of existing and proposed street rights-of-way with existing and proposed names
- X   10. Notation of traffic direction and location of traffic control devices in the vicinity of proposed development
- X   11. Location of all subsurface and above-ground utilities including proposed connections
- X   12. Location and use of all structures existing, proposed or to be removed
- X   13. Method of handling and disposal of all storm water discharges from the site
- X   14. General slope, natural drainage and other natural features including existing trees
- X   15. Location of existing and proposed parking, loading, curb cuts and driveway
- X   16. Photos of property in question

**III. VARIANCE AND OTHER APPLICATIONS REQUIRING PUBLIC NOTICE PURSUANT TO §33-4.8 "ONLY":** *(Please specify whether or not documents have been submitted are not applicable or a waiver is requested\*)*

- X   1. Data required under sections I and II above, except that individual lot applications for detached one- (1) and two- (2) family dwelling unit buildings used and intended to be used solely for residential purposes shall be exempt from Section II
- X   2. Tax map sheets showing all properties within 200 feet of the proposed development with character and use of all said properties
- X   3. List of all individual property owners of property within 200 feet of the development with lot and block numbers *(To be obtained from Tax Assessor)*
- To be provided 4. Affidavit of Service

- To be provided 5. Post Office receipts where service is made by Certified Mail  
 To be provided 6. Prior to any hearing on a variance application, proof of publication in accordance with this Chapter shall be submitted to the Board hearing the application

**IV. MAJOR AND MINOR SITE PLAN APPLICATIONS ONLY:** *(Please specify whether or not documents have been submitted are not applicable or a waiver is requested\*)*

- 1. Data required under Sections I and II above
- 2. Footprint of all proposed structures with dimensions, locations and uses
- 3. Depiction of exterior buildings, facades and floor plans with parking dimensions
- 4. Parking facilities within aisle and stall dimensions
- 5. Provisions for handicapped parking and access, where required
- 6. Pavement, curb and apron type and details of same
- 7. Location, height and illumination design of lighting facilities, including isometric curves
- 8. Location, type and height of fencing, walls and screening and refuse storage and handling facilities, inclusive of recycling facilities
- 9. Landscaping plan showing the location, species and size of proposed trees, shrubs, buffers and seeded or ground cover areas, including the plan's extent of tree removal and inventory of materials removed
- 10. Depiction of flood plans, wetlands and any other environmentally sensitive features
- 11. Other applicable details required for unusual or unique developments or containing unique features and/or requirements
- 12. Other details necessary to show conformance with development standards in City Ordinances

**V. MINOR SUBDIVISION ONLY:** *(Please specify whether or not documents that have been submitted are non-applicable or if a waiver is requested\*)*

- 1. Data required under Sections I and II above
- 2. A map of 8.5" x 11" when no development or change of use is proposed
- 3. If subdivision is proposed for property transfer with no other development nor variance from this Chapter, the application requires only submission of a property description and accurate survey

**VI. PRELIMINARY MAJOR SUBDIVISION ONLY:** *(Please specify whether or not documents that have been submitted are non-applicable or if a waiver is requested\*)*

- 1. Data required under Section I and II above
- 2. Location of all existing and proposed street rights-of-way, including centerline profiles, cross sections, pavement types, curbs, driveways and sidewalks
- 3. Location of all existing and proposed utilities in plan, profile and cross sections including details and locations of connections
- 4. Depiction of required building envelope with front, rear and side yards
- 5. Existing and proposed off-street parking including number of spaces and dimensions
- 6. Landscaping plan showing the location, species and size of proposed trees, shrubs, buffers and seeded or ground-cover areas, including the plan's extent of tree removal and inventory of materials removed
- 7. Location of existing and proposed buildings and structure
- 8. Depiction of flood plans, wetlands and any other environmentally sensitive features

- \_\_\_\_\_ 9. Supporting documentation of subdivision of design including access easements, conservation easements, rights-of-way dedication, when required
- \_\_\_\_\_ 10. Contours; existing and proposed with drainage flow and direction for entire site. They shall also include adjoining properties when affected by proposed development.
- \_\_\_\_\_ 11. Tax Map sheet showing all properties within 200 feet of proposed major subdivision
- \_\_\_\_\_ 12. List of all individual property owners within 200 feet of proposed major subdivision
- \_\_\_\_\_ 13. Proof of publication and affidavit of service
- \_\_\_\_\_ 14. Other applicable details required for unusual or unique developments or containing unique features and/or requirements
- \_\_\_\_\_ 15. Other details necessary to show conformance with development standards in City Ordinances

**VII.** **FINAL MAJOR SITE PLAN APPLICATIONS ONLY:** *(Please specify whether or not documents that have been submitted are non-applicable or if a waiver is requested\*)*

- X 1. Data required under Section I and II above
- X 2. A plan conforming to any and all conditions of preliminary approval

**VIII.** **FINAL MAJOR SUBDIVISION APPLICATIONS ONLY:** *(Please specify whether or not documents that have been submitted are non-applicable or if a waiver is requested\*)*

- \_\_\_\_\_ 1. Data required under Section I and II above
- \_\_\_\_\_ 2. Plat or plan drawn and sealed by a P.E., L.S., P.P. or R.A. as permitted by law and based on a current survey
- \_\_\_\_\_ 3. Scale: 1" = 30' or as approved by Board Engineer
- \_\_\_\_\_ 4. Current survey upon which plat is based
- \_\_\_\_\_ 5. Map size: 8.5" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"
- \_\_\_\_\_ 6. Key map
- \_\_\_\_\_ 7. Title block and basic information:
  - a. Title
  - b. Date of original preparation and date(s) of revision
  - c. North arrow and reference meridian
  - d. Ratio scale and graphic scale
  - e. Tax map block, lot numbers and zone
  - f. Name, address and license number of person preparing plat or plan
  - g. Name and address of owner of record and applicant, if different from the owner
- \_\_\_\_\_ 8. Tract boundary lines, rights-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and other site lines, with accurate dimensions, bearings or reflection angles, radii arcs and central angles of all curves or as required by the Map Filing Act
- \_\_\_\_\_ 9. The purpose of any easement or land reserved or dedicated to public use such as, but not limited to, sight triangles
- \_\_\_\_\_ 10. The front, side and rear building setback lines
- \_\_\_\_\_ 11. Improvement plans in accordance with the City standards for roads and utilities
- \_\_\_\_\_ 12. Statement that final plat is consistent with preliminary plat plan and, if not, how and why
- \_\_\_\_\_ 13. All additional information, changes or modifications required by the Board at the time of preliminary approval
- \_\_\_\_\_ 14. A statement from the City Engineer that all improvements required by the Board for preliminary approval have been installed in compliance with all applicable laws

- \_\_\_\_\_ 15. If improvements have been installed, then a statement from the City Clerk shall accompany the application for final approval stating that:
  - a. A recordable developer's agreement with the City has been executed
  - b. A satisfactory performance guarantee has been posted
  - c. The City has received all escrow and inspection fees
- \_\_\_\_\_ 16. Proof that all taxes and assessments for local improvements on the property have been paid
- \_\_\_\_\_ 17. If the required improvements have been installed, the application for final approval shall be accompanied by a statement from the City Clerk that a satisfactory maintenance bond has been posted.