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Rec'd By:	_____
Filing Fee:	\$ _____
Receipt #:	_____
Date:	_____

PRE-APPLICATION CHECK LIST

Subdivision Name: _____

The Pre-Application form shall be submitted to the Zoning Administrator along with the application fee.

- _____ Application form including address and phone numbers of the applicant, contact, engineer, surveyor and/or architect.
- _____ Project Theme.
- _____ Fee - \$500 + \$12 per lot. \$ _____
- _____ Owner of Record and developer
- _____ Owners affidavit and consent.
- _____ One (1) 24-Inch X 36-inch copies of the proposed plan.
- _____ One (1) 11 X 17 inch reduced copies of the proposed plan.
- _____ One (1) electronic copy of concept plan in pdf format.

The Pre-Application shall include the following:

- _____ Proposed name of the project;
- _____ Project theme;
- _____ Property owner of record and developer;
- _____ Property included in the proposed subdivision and all property owned or controlled by the developer or owner adjacent to the proposed subdivision;
- _____ Vicinity map showing project location relative to city boundaries, major roads and minor roads that serve the property;
- _____ Property address, acreage, boundary and tax identification number;
- _____ Date, scale and north arrow;
- _____ Existing streets, rights of way widths, major utilities, easements, fencing, parks, trails, open space and infrastructure on or adjacent to the property; and
- _____ Property streets, parks, trails, open space, planned amenities, lot size and.

ACTION NOT BINDING

Meetings with staff do not constitute acceptance of the project and only provide a forum to discuss issues that will assist the developers in preparing a Preliminary Plan application. Two (2) TRC meetings are allowed under this application. Additional meetings require a fee. Compliance with comments by individual staff members, individual members of the Utility Board, and/or members of the Technical Review Committee does not grant any vested rights and will not guarantee or imply approval of the Preliminary Plan or Final Plat for the subdivision.