



APPLICATION FOR DEVELOPMENT REVIEW

Submittal Date: _____ PC Date: _____ CC Date: _____ 60-Day Review Date: _____

Section 1: Application Type (check all that apply)

(Refer to the appropriate Application Checklist for required submittal information that must accompany this application)

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| <p><input type="checkbox"/> Comprehensive Plan Amendment..... \$600
 <input type="checkbox"/> Minor MUSA line for failing on-site sewers \$100</p> <p><input type="checkbox"/> Conditional Use Permit (CUP)
 <input type="checkbox"/> Single-Family Residence \$325
 <input type="checkbox"/> All Others..... \$425</p> <p><input type="checkbox"/> Interim Use Permit (IUP)
 <input type="checkbox"/> In conjunction with Single-Family Residence.. \$325
 <input type="checkbox"/> All Others..... \$425</p> <p><input type="checkbox"/> Rezoning (REZ)
 <input type="checkbox"/> Planned Unit Development (PUD) \$750
 <input type="checkbox"/> Minor Amendment to existing PUD \$100
 <input type="checkbox"/> All Others..... \$500</p> <p><input type="checkbox"/> Sign Plan Review..... \$150</p> <p><input type="checkbox"/> Site Plan Review (SPR)
 <input type="checkbox"/> Administrative..... \$100
 <input type="checkbox"/> Commercial/Industrial Districts* \$500
 Plus \$10 per 1,000 square feet of building area:
 (_____ thousand square feet)
 *Include number of <i>existing</i> employees: _____
 *Include number of <i>new</i> employees: _____</p> <p><input type="checkbox"/> Residential Districts..... \$500
 Plus \$5 per dwelling unit (_____ units)</p> <p><input type="checkbox"/> Notification Sign (City to install and remove) \$200</p> <p><input type="checkbox"/> Property Owners' List within 500' (City to generate after pre-application meeting) \$3 per address
 (_____ addresses)</p> <p><input type="checkbox"/> Escrow for Recording Documents (check all that apply)..... \$50 per document</p> <table border="0"> <tr> <td><input type="checkbox"/> Conditional Use Permit</td> <td><input type="checkbox"/> Interim Use Permit</td> <td><input type="checkbox"/> Site Plan Agreement</td> </tr> <tr> <td><input type="checkbox"/> Vacation</td> <td><input type="checkbox"/> Variance</td> <td><input type="checkbox"/> Wetland Alteration Permit</td> </tr> <tr> <td><input type="checkbox"/> Metes & Bounds Subdivision (3 docs.)</td> <td><input type="checkbox"/> Easements (_____ easements)</td> <td><input type="checkbox"/> Deeds</td> </tr> </table> | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Interim Use Permit | <input type="checkbox"/> Site Plan Agreement | <input type="checkbox"/> Vacation | <input type="checkbox"/> Variance | <input type="checkbox"/> Wetland Alteration Permit | <input type="checkbox"/> Metes & Bounds Subdivision (3 docs.) | <input type="checkbox"/> Easements (_____ easements) | <input type="checkbox"/> Deeds | <p><input type="checkbox"/> Subdivision (SUB)
 <input type="checkbox"/> Create 3 lots or less \$300
 <input type="checkbox"/> Create over 3 lots \$600 + \$15 per lot
 (_____ lots)</p> <p><input type="checkbox"/> Metes & Bounds (2 lots) \$300
 <input type="checkbox"/> Consolidate Lots..... \$150
 <input type="checkbox"/> Lot Line Adjustment..... \$150
 <input type="checkbox"/> Final Plat..... \$700
 (Includes \$450 escrow for attorney costs)*
 *Additional escrow may be required for other applications through the development contract.</p> <p><input type="checkbox"/> Vacation of Easements/Right-of-way (VAC)..... \$300
 (Additional recording fees may apply)</p> <p><input type="checkbox"/> Variance (VAR) \$200</p> <p><input type="checkbox"/> Wetland Alteration Permit (WAP)
 <input type="checkbox"/> Single-Family Residence..... \$150
 <input type="checkbox"/> All Others..... \$275</p> <p><input type="checkbox"/> Zoning Appeal..... \$100</p> <p><input type="checkbox"/> Zoning Ordinance Amendment (ZOA) \$500</p> <p>NOTE: When multiple applications are processed concurrently, the appropriate fee shall be charged for each application.</p> |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Interim Use Permit | <input type="checkbox"/> Site Plan Agreement | | | | | | | | |
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Variance | <input type="checkbox"/> Wetland Alteration Permit | | | | | | | | |
| <input type="checkbox"/> Metes & Bounds Subdivision (3 docs.) | <input type="checkbox"/> Easements (_____ easements) | <input type="checkbox"/> Deeds | | | | | | | | |
- TOTAL FEE:** _____

Section 2: Required Information

Description of Proposal: _____

Property Address or Location: _____

Parcel #: _____ Legal Description: _____

Total Acreage: _____ Wetlands Present? Yes No

Present Zoning: _____ Requested Zoning: _____

Present Land Use Designation: _____ Requested Land Use Designation: _____

Existing Use of Property: _____

Check box if separate narrative is attached.

Section 3: Property Owner and Applicant Information

APPLICANT OTHER THAN PROPERTY OWNER: In signing this application, I, as applicant, represent to have obtained authorization from the property owner to file this application. I agree to be bound by conditions of approval, subject only to the right to object at the hearings on the application or during the appeal period. If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to file the application. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application. I will keep myself informed of the deadlines for submission of material and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. with an estimate prior to any authorization to proceed with the study. I certify that the information and exhibits submitted are true and correct.

Name: _____ Contact: _____
Address: _____ Phone: _____
City/State/Zip: _____ Cell: _____
Email: _____ Fax: _____
Signature: _____ Date: _____

PROPERTY OWNER: In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding and agree to be bound by those conditions, subject only to the right to object at the hearings or during the appeal periods. I will keep myself informed of the deadlines for submission of material and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. with an estimate prior to any authorization to proceed with the study. I certify that the information and exhibits submitted are true and correct.

Name: _____ Contact: _____
Address: _____ Phone: _____
City/State/Zip: _____ Cell: _____
Email: _____ Fax: _____
Signature: _____ Date: _____

This application must be completed in full and must be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, refer to the appropriate Application Checklist and confer with the Planning Department to determine the specific ordinance and applicable procedural requirements and fees.

A determination of completeness of the application shall be made within 15 business days of application submittal. A written notice of application deficiencies shall be mailed to the applicant within 15 business days of application.

PROJECT ENGINEER (if applicable)

Name: _____ Contact: _____
Address: _____ Phone: _____
City/State/Zip: _____ Cell: _____
Email: _____ Fax: _____

Section 4: Notification Information

Who should receive copies of staff reports?

Property Owner Via: Email Mailed Paper Copy
 Applicant Via: Email Mailed Paper Copy
 Engineer Via: Email Mailed Paper Copy
 Other* Via: Email Mailed Paper Copy

*Other Contact Information:

Name: _____
Address: _____
City/State/Zip: _____
Email: _____

INSTRUCTIONS TO APPLICANT: Complete all necessary form fields, then select **SAVE FORM** to save a copy to your device. **PRINT FORM** and deliver to city along with required documents and payment. **SUBMIT FORM** to send a digital copy to the city for processing.