

Use this table to determine the documents/maps needed to complete your application package. Incomplete application packets will delay the processing of your application.	Application & Filing Fee	Burden of Proof / Needs Analysis	Other Studies	Existing Site Conditions	Proposed Site Plan	Elevations	Floor Plans	Preliminary Title Report	Tentative Plat	Landscape Plan	Drainage / Grading Plan	Letter of Authorization	Legal Description	PDFs of Each Drawing	Refer to Code section?
X – Information is required. O – Other Information may be required. SEE PLANNING STAFF															
Annexation	X	X	O					X				X	X		X
Appeal	X	X	X												X
Code Interpretation	X	X													X
Code Text Amendment	X	X	O												X
Comp. Plan Amend.	X	X	O												X
Conditional Use Permit	X	X	O	X	X	X	X	X		X	X	X	O	X	X
Development Review	X	X		X	X	O	O	X				X		O	X
Flood Plain Review	X	X		X	X			X				X		X	X
Home Occupation Permit	X			X	X	X	X	X			O	X		X	X
Lot Line Adjustment	X	X						X	X			X	X	X	X
Lot Consolidation	X	X						X	X			X	X	X	X
Master Plan Development	X	X	O	X	X	O	O	X	X	X	X	X	X	X	X
Partition	X	X	O	X	X			X	X			X		X	X
Replat	X	X	O	X	X			X	X			X		X	X
Site Plan Review	X	X	O	X	X	X	X	X		X	X	X	X	X	X
Subdivision	X	X	O	X	X			X	X			X		X	X
Temporary Use Permit	X	X	O	X	X	O	O	X				X		X	X
Time Extension	X											O			X
Variance	X	X	O	X	X	O	O	X	O	O	O	X		X	X
Zone Change	X	X	O					X				X			X

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Application Requirements

The following application requirements shall be submitted, unless indicated otherwise. Applicant may be required to submit additional copies upon staff's request.

- APPLICATION** (one copy) with FEE. *Note: Please refer to fee schedule.*
- PDF's OF EACH DRAWING.** PDF's of all application materials listed in this section shall be provided at the time of application.
- BURDEN OF PROOF or NEEDS ANALYSIS.** Scope of this document will vary according to the complexity of the Code Standards and Criteria that are used to review each application. Burden of proof shall include references to all applicable code sections. Questions regarding which code sections apply shall be directed to the Community Development Department staff.
- OTHER STUDIES.** Other studies, such as a Traffic Study, Impact Study or Soils Study may be required by the Community Development Director or designee according to the applicant's request. If required, the specific requirements needed by the City will be identified clearly/in writing, and within 30 days from the date the application is submitted to the City.
- SITE PLAN** (Existing Conditions). One (1) 18 x 24-inch minimum site plan and one (1) 11 x 17 reduction of the site plan.
- SITE PLAN** (Proposed Project). One (1) 18 x 24-inch minimum site plan and one (1) 11 x 17 reduction of the site plan.
- ELEVATIONS.** One (1) 18 x 24 inch minimum elevation drawing, and one (1) 11 x 17 reduction of the elevation drawings.
- FLOOR PLANS.** One (1) 18 x 24 inch minimum floorplan drawing, and one (1) 11 x 17 reduction of the floorplan drawings.
- PRELIMINARY TITLE REPORT.** A preliminary title report, subdivision guarantee, deed or equivalent documentation not older than six (6) months which shows any and all easements affecting the project site. *Note: this document must disclose easements recorded on the subject property, or it will not be accepted as meeting the submittal criteria.*
- TENTATIVE PLAT.** One (1) copy of a tentative subdivision or parcel plat; 18 x 24 inches minimum. One (1) 11 x 17 reduced copy of the subdivision or partition plat shall also be provided.
- LANDSCAPE PLAN.** One (1) 18 x 24-inch minimum landscape plan and one (1) 11 x 17 reduction of the landscape plan. Plan shall show tree / plant specie(s), coverage and sizes at time of planting, and approximate / type of irrigation system(s) to be used.
- GRADING AND DRAINAGE PLAN.** One (1) 18 x 24-inch minimum grading / drainage plans and one (1) 11 x 17 reduced version. Plan shall show on-site water retention, and shall be engineered to a 10 year / 24 hour event.
- LETTER OF AUTHORIZATION.** A letter signed by the property owner and containing the original signature which authorizes an agent or representative to act in the behalf of the owner during the planning review process.
- LEGAL DESCRIPTION.** A legal description of the entire project site (metes and bounds; subdivision or comparable acceptable legal description).

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