



# Subdivision Concept Plan Review Checklist

**APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED**  
 For a complete list of required guidelines, refer to Chapter 12 of the City Code

Applicant Check-in		City Check-in
	<p><b>Electronic file(s) and printed copy of the following:</b></p> <ol style="list-style-type: none"> <li>1. General information including:               <ol style="list-style-type: none"> <li>a. The landowner's name and address and his/her interest in the subject property.</li> <li>b. The applicant's name and address if different from the landowner.</li> <li>c. Evidence that the applicant has sufficient control over the subject property to effectuate the proposed subdivision.</li> </ol> </li> <li>2. Present status, including:               <ol style="list-style-type: none"> <li>a. The address and legal description of the subject property.</li> <li>b. The existing comprehensive plan designation and zoning classification.</li> <li>c. A map depicting the existing development of the subject property and all land within one thousand (1,000) feet thereto.</li> </ol> </li> <li>3. A written statement generally describing the proposed subdivision.</li> <li>4. Site sketch illustrating:               <ol style="list-style-type: none"> <li>a. Tract boundaries.</li> <li>b. North point.</li> <li>c. Existing and proposed streets on and adjacent to the tract.</li> <li>d. Significant topographical and physical features existing and proposed to remain.</li> <li>e. Proposed general street and lot layout.</li> <li>f. Comprehensive plan land use designation and/or zoning changes required.</li> </ol> </li> </ol>	
	<b>Permit application fee:</b> \$250.00	
	<b>Completed application form</b>	
	<b>Other</b> (if applicable)	

ALL PLANNING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED REVIEW COSTS. LEGAL, ENGINEERING, AND ASSOCIATED REVIEW COSTS ARE THE RESPONSIBILITY OF THE APPLICANT