



# DEVELOPMENT REVIEW APPLICATION

Community Development Department • Planning Division

**Project Name\*:** \_\_\_\_\_

**Project Case No.\*:** \_\_\_\_\_ **Submittal Date\*:** \_\_\_\_\_ **Fee\*:** \_\_\_\_\_

*\*To be completed by City staff*

**Type of Request:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Conceptual Review                        | <input type="checkbox"/> Revocable Permit                  | <input type="checkbox"/> Use by Special Review (Various) |
| <input type="checkbox"/> Comprehensive Plan Amendment             | <input type="checkbox"/> Site Development Plan             | <input type="checkbox"/> Urban Renewal Site Plan         |
| <input type="checkbox"/> Planned Unit Development Plan            | <input type="checkbox"/> Site Development Plan Amendment   | <input type="checkbox"/> Vesting Rights                  |
| <input type="checkbox"/> Planned Unit Development Amendment       | <input type="checkbox"/> Subdivision - Final Plat / Replat | <input type="checkbox"/> Other _____                     |
| <input type="checkbox"/> Rezoning                                 | <input type="checkbox"/> Subdivision - Preliminary Plat    |  |
| <input type="checkbox"/> ROW / Easement Vacation / Easement Grant | <input type="checkbox"/> Subdivision - Minor Plat          |  |

**Summary of Request:** \_\_\_\_\_

**Project Address or Parcel IDs:** \_\_\_\_\_

**Applicant / Developer:**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Property Owner:** (per current title policy)

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Planner/Architect/Engineer:**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Project Information:**

Legal Description: *(attach additional sheet if necessary)*

Subdivision: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Blk(s): \_\_\_\_\_

Proposed Subdivision Name: \_\_\_\_\_

\_\_\_\_\_

Est. Project Land Valuation: \$ \_\_\_\_\_

Est. New Construction Valuation: \$ \_\_\_\_\_

**Development Statistics:**

*(do not leave any blanks - use n/a)*

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

*(i.e. A-1, E-1, R-1, B-1, I-1, PUD, etc.)*

Current Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Size of Property: \_\_\_\_\_ *(acres/sq.ft.)*

Proposed residential lots: \_\_\_\_\_

*Single-family lots:* \_\_\_\_\_ *Townhome units:* \_\_\_\_\_

*Condo units:* \_\_\_\_\_ *Apartment units:* \_\_\_\_\_

Proposed commercial: \_\_\_\_\_ *(sq.ft.)*

Proposed industrial: \_\_\_\_\_ *(sq.ft.)*

**Proposed system:** *(check one - if applicable)*

City Sewer  - Lift Station  - OWTS/Septic

As owner of the aforementioned property, I hereby consent to the submission of this Application for Development Review and authorize the applicant to act on my behalf with regard to this application.

**Owner:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*Please Print*



# REVOCABLE PERMIT

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Applicants must submit the following information in order for the application to be deemed complete and accepted. An application missing any of the items below will be considered incomplete and cannot be processed until the missing items are provided. All information must be submitted following the specifications listed in the [Submittal Guidelines](#) document.

**Pre-Application Meeting** - Date: \_\_\_\_\_ Planner: \_\_\_\_\_  
*(It is highly recommended to meet with a member of the Planning staff at least two weeks prior to plan submittal. The meeting provides an opportunity for the applicant to discuss the development proposal and receive preliminary comments and direction from various city department representatives.)*

**Fee for Processing and Recording**  
No minimum fee. The City reserves the right to charge reasonable rates of compensation for any person's occupation of the public rights-of-way as may be permitted by law.

### APPLICATION SUBMITTAL DOCUMENTS:

1. Submit disc(s) or flashdrive(s) with a pdf of all items listed on the checklist below. All files must be named and organized in accordance with the [Submittal Guidelines](#).
2. Submit one paper copy of all items listed on checklist below.

**Application Packet (mm-dd-yyyy)** (Development Review Application and Checklist)  
Items waived by city staff must include the authorizing staff member's name next to the checkbox.

**Legal Description (mm-dd-yyyy)**  
*For hard copy - 8.5"x11" format for each proposed area of improvement with a drawing of each area as attached exhibits to the legal description.*

**Request Letter (mm-dd-yyyy)**  
Written description of proposal including the following information:

- Provide name, address, and phone number of the applicant owning the facilities to occupy public property.*
- The name, address, and phone number of a contact person for the facilities.*
- A statement as to the purpose(s) of the facilities and a detailed description of all types of quantities of facilities to be placed on public property.*
- A statement as to whether installation will require a public right-of-way permit pursuant to Title 14 and whether an application for such a permit has been filed with the City.*

### **To be completed by Planning:**

- INCOMPLETE APPLICATION AND APPLICANT INFORMED ON: \_\_\_\_\_ (date)
- APPLICATION COMPLETE AND ACCEPTED ON: \_\_\_\_\_ (date)