



**SUBMITTAL CHECKLIST
 PRE-APPLICATION CONFERENCE - ZONING**

Activity No. _____	OFFICE USE
Reviewed By _____	Date _____

This checklist shall be completed by the applicant and must accompany a complete application form. Failure to submit all required information may delay the review of the application.

- Signed application form
- Application fee \$ _____
- PDF of complete submittal package: CD/Flash Emailed
- Proof of ownership: Lease Deed
- Statement of Authority, if required
- Vicinity map
- Legal description: Attached On application form
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners *(for public notice purposes)*
- Written narrative / description of subject site and proposed use, with as much detail as possible regarding the following, as applicable:
 - Description of use
 - Hours of operation
 - Anticipated number of employees
 - Anticipated traffic
 - Access to the property
 - Type of equipment and vehicles
- Conceptual plan, drawn to scale. Plan should be as detailed as possible. Applicant is encouraged to include the following information, as applicable:
 - Scale
 - North arrow
 - Location and dimensions of all existing and proposed buildings, structures, and fencing
 - Location and dimensions of all outdoor storage, trash enclosures, staging areas, and/or other outdoor use areas
 - Parking areas
 - Snow storage
 - Sanitation facilities
 - Utilities
 - Water bodies, drainages, and ditches
 - Wetlands, floodplain, and steep slopes (>30%)
 - Easements, building envelopes, and minimum setbacks
 - Location, width, and surface of all sidewalks and trails
 - Location and type of proposed landscaping and/or screening
 - Location, width, and surface of all existing and proposed access roads and drives
 - Location and method of hazardous materials storage
 - Exterior lighting
 - Phasing Plan, if applicable
 - Grading and Excavation Plan, if applicable
 - Reclamation Plan, if applicable
- Conceptual floor plans and elevation drawings of proposed buildings, drawn to scale