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|-------------------|-------------------------|
| <b>OFFICE USE</b> | Presubmittal Code _____ |
|                   | Planner Initials _____  |
|                   | Identifier _____        |

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

*This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.*

Project Type Pre-Application Conference Planning Type Zoning

- Application fee \$1200
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Vicinity map
- 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
- Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
- 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

**Owner Signature(s)**

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

\_\_\_\_\_  
 Owner's Signature

\_\_\_\_\_  
 Print/type name of owner

\_\_\_\_\_  
 Owner's Signature

\_\_\_\_\_  
 Print/type name of owner

