



PLANNED DEVELOPMENT APPLICATION CHECKLIST

*A completed application package must be received by the Development Coordinating Center no later than 5:00 pm on the first Monday of the month for that month's Planning Commission meeting. An application package is not complete without **all** applicable items checked and fees paid. Staff will review the application within 48 hours in order to verify that the application is complete. If the application is missing any of the items listed below, it will be deemed incomplete and a complete application can be resubmitted for the following month.*

| Applicant (✓) | Description | Staff (✓) |
|---------------|---|-----------|
| | Pre-submittal meeting | |
| | Completed rezoning application | |
| | Staff Approved Concept PD Plan | |
| | Plat (survey) which meets all subdivision and zoning standards | |
| | Copy of recorded deed | |
| | PD Fee of \$2,000.00 (non-refundable) | |
| | Traffic Impact Analysis and applicable mitigation | |
| | Completed PD Development Standards checklist | |
| | Development Agreement (if applicable) | |
| | Scanned images of Site Plan (11x17) | |
| | Copy (or scanned copy) of any associated documents | |
| | Other items as determined by Planning and Development that are needed to sufficiently determine compliance with applicable ordinances | |

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County ordinances and state laws related to the use and development of the land. I further certify that I am the property owner, or his/her authorized agent, of the subject site(s). I understand that falsifying any information herein may result in rejection or denial of this request.

Property owner or authorized agent

Date

RECEIVED BY: _____
DATE: _____