

# Project Submittal Intake List

## County Wide Planning Areas

### Preliminary Plat Submittal - (email digital copies to Planning staff)

Subdivision app, Fee, AA form, Preliminary Plat and Final Plat Checklist, Plat (paper – 8 copies & digital)

\*PZO - Subdivision projects will require Zoning Permits, and may also require Sign Permits and/or Landscaping Permits.

### Final Plat - (email digital copies to Planning staff)

Subdivision app, Fee, AA form, Preliminary Plat and Final Plat Checklist, Plat (paper – 8 copies & digital)

\*PZO - Subdivision projects will require Zoning Permits, and may also require Sign Permits and/or Landscaping Permits.

### Minor Sub - (email digital copies to Planning staff)

Subdivision app, Fee, AA form, Minor Sub Checklist, Plat (paper – 8 copies & digital)

\*PZO - Subdivision projects will require Zoning Permits, and may also require Sign Permits and/or Landscaping Permits.

### Sign Permit

Sign Permit App, Fee, Site Plan (2 paper copies)

### Landscape Plan Review

Landscape Plan Review App including checklist, AA form Site plan (3 paper copies),

### Surety Plat - (email digital copy of plan to Planning Staff)

Subdivision App, Fee, AA Form, Surety Agreement, LOC Agreement, Plat (8 paper copies & digital)

### Home Occupation

Home Occupation App, Site plan/Home Layout Sketch, No Fee

### Counter Plat

Minimum 3 copies of plat, Plat Drop-Off Form, Non-Development Agreement Form (If subdividing more than 2 lots with no development)

### Collaborative Development Review Meeting – (email digital copies to Planning staff)

CDRM Request Form, Sketch Plan (1 digital Copy), AA Form

## ULMO Planning Areas

### Major Land - (condo, townhome, apartments, MHP, RVP, Commercial, Industrial, Conditional Uses) - (email digital copies to Planning staff)

Major Land Development App, Fee, AA form, Major Land Checklist, Plat (paper – 8 paper & digital),

### Minor Land – Minor, Commercial, Industrial, Conditional Uses

Minor Land Development App, Minor Land Checklist, Site Plan (paper), Fee, AA form

## PZO Planning Area

### Non-Residential Zoning Permit

Non-residential Zoning Permit App, AA form, Fee, Non-Residential Zoning Permit Checklist, Site Plan (2 paper copies)

### Residential Zoning Permit

Residential Zoning Permit app including residential checklist, Site Plan (6 paper copies), Fee, AA Form

### Master Plan (PZO Only) \* - (Email digital copy of plan to Planning Staff)

Master Plan App, Fee, AA Form, Checklist, Plan (8 paper copies –digital)

\*PZO - Subdivision projects will require Zoning Permits, and may also require Sign Permits and/or Landscaping Permits

## Boards and Commissions

### Variance Request

Variance Request App, Fee, AA Form, Site Plan (if applicable)

### Appeal Request

Appeal App, Fee, AA form, Site Plan (if applicable)

### Special Exception Request

Special Exception App, AA form, Fee, Site Plan (if applicable)

### Map Amendment

Map Amendment App, Fee, Site Plan (if applicable)