



Overview Conference Submittal Checklist

Project Address/Location: _____

Minimum submittal requirements:

- Completed Application with original signatures
- Completed Checklist
- Site Plan: with dimensions showing existing and proposed improvements
- Aerial photos: include property within 300 feet of proposed development
- Project Description/Narrative including description of proposed uses
- (Optional)** List of questions: General Plan issues, neighborhood issues, infrastructure, and review process

Project and Site Information:

Planning

- Vicinity Map
- Conceptual site plan showing
 - Approx. building footprint locations
 - Parking locations
 - Site entrances
 - Site circulation pattern
 - General layout
 - North Arrow
 - Graphic Scale
- Label abutting streets
- Overall site dimensions and gross site acreage
- Existing and proposed zoning
- Uses of adjacent property
- Any other information that will assist staff in evaluating the proposal