

COMPLETE APPLICATION CHECKLIST

All zoning and development applications shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed letter from the property owner giving the representative the ability to make the application for the owner.
- A current tax certificate or statement (see Tax Certificate Request) showing there are no delinquent taxes.
- Payment of all review fees (see schedule of fees) and notification fees.
- For replats and zoning cases, the addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on adhesive labels along with the postage calculation worksheet.
- For zoning cases: Three (3) copies of the 24" x 36" exhibits as described on the checklists for the zoning request being submitted, as well as all other exhibits required on the checklist.
- For development cases: Six (6) copies of the 24" x 36" and one (1) copy of the 11" x 17" exhibits as described on the checklists for the plat/plan being submitted, as well as all other exhibits (such as civil engineering plans, legal descriptions, landscape plans, etc...) required on the checklists.
- A compact disc (CD) with .dwg and .pdf files of all plat/plans and exhibits.
- A copy of the appropriate checklist for the plat/plan being submitted, completed and signed by the applicant.