

**Application Submittal Materials**  
**(to be submitted with formal land development application)**

Required	Submittal Item <b>(3 copies of each plus 1 electronic copy)</b>
X	Completed application form
X	Application fee
X	Notarized letter of authorization from the property owner
X	Copy of notice sent to mortgage holder by registered mail
X	Letter of intent/project narrative
X	Applicant's narrative describing consistency and compliance with applicable codes and requirements
X	Applicant's narrative describing consistency and compliance with the City's Comprehensive Plan and any adopted Neighborhood Plan.
	Summary of neighborhood outreach meeting (SDP, GPDP, GPDP Amendment, Conditional Use, Rezoning, PDO)
X	Title commitment – current within 90 days
	Materials Board (electronic)
	Drainage study/drainage analysis letter: Conceptual – with Intake submittal Final – with Referral submittal (1 <sup>st</sup> technical review)
	Transportation study/transportation letter
	Construction Plans - with SDP and SDE
	Will-serve letters (water, sewer, gas/electric)
	Surveyor's closure calculations
X	Plan set (24 x 36 inch)
X	Electronic copy (.pdf) of <u>ALL</u> submittal materials
X	Additional materials may be required and requested as part of the application review (Examples may include, but are not limited to: floor plans, parking study, noise study, shadow study, site impact analysis, etc.)