$150.00 Application Fee

1) Application must be completed. Complete information on property must be included. (Tract/lot number, subdivision, property name, etc.)

2) Full size sets of plans, 2 half size sets of plans, & an electronic submittal (no bigger than 10 MB)

3) Drainage Impact and Traffic Impact Studies. Two (2) copies required.

4) If all the above requirements are not met, the application will be rejected and new deadlines for the following month will apply. No exceptions!

OUTLINE OF APPLICATION PROCEDURE

Once application has been accepted the following will occur:

a) The Technical Review Committee will forward comments to the Planning Commission.

b) A public notice will be issued to The Advocate.

c) A sign will be posted on the property notifying local landowners of the site plan request.

d) The Planning and Zoning will forward recommendations to the City Council for final decisions.