

DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENTS

Application Type		Abandonment	Administrative Design Review / Permit	Appeal of Administrative Decision ⁵	Appeal of Planning Commission Decision ⁵	Approval Condition Amendment	Conditional Use Permit	Development Agreement	Development Agreement, Revision	Extension of Time Request	Hardship Exception Permit	Master Plan Map Amendment	Master Plan Text Amendment	Planning Commission Determination	Pre-Application Conference	Reimbursement Agreement	Specific Plan	Temporary Use Permit	Variance, Administrative (Minor)	Variance (Major)	Wireless Communication Facility	Wireless Communication Facility, Modification	Zoning Determination	Zoning Map Change	Zoning Text Change
<input type="checkbox"/>	Application Fee	\$1500	\$500	\$750	\$1500	\$3500	\$1500	\$3500	\$1750	\$650	\$850	\$3500	\$3500	\$400	\$750	\$2000	\$3025 _{1,2}	\$500	\$1000	\$1500	\$1250	\$1000	\$400	\$2500 _{3,4}	\$2500 _{3,4}
<input type="checkbox"/>	1. Application Form (signed & notarized)	1	1	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<input type="checkbox"/>	2. Site Plan		1			1 [⊕]	1 [⊕]		*		1	15							1	1	1	1			
<input type="checkbox"/>	3. Reduced Site Plan (11" x 17")		1			1	1		1		1								1	1	1	1			
<input type="checkbox"/>	4. A. Floor Plan		1*			1*	1*				1								1*	1*	1	1			
<input type="checkbox"/>	4. B. Building Elevations		1*			1*	1*												1*	1*	1	1			
<input type="checkbox"/>	5. Map					1 [⊕]						1 [⊕]		1	1		15	1	1*	1* [⊕]				1	
<input type="checkbox"/>	6. Reduced Map (11" x 17")					1*						1		1	1		1	1	1*	1*				1	
<input type="checkbox"/>	7. Map on CD (AutoCAD)											1		1	1		1								
<input type="checkbox"/>	8. Detailed Description/Narrative & Justification	1	1	2	2	1	1	1	1	1	1	1 [⊕]	1	1	1	1	1	1	1	1	1	1	1	1	1
<input type="checkbox"/>	9. Vicinity Map	1	1				1				1				1		1	1	1	1	1	1	1	1	
<input type="checkbox"/>	10. Title Report	1	1				1																		
<input type="checkbox"/>	11. Property Legal Description/Deed	1	1				1				1	1		1	1		1	1	1	1	1	1	1	1	
<input type="checkbox"/>	12. Photographs (min. set of four photos)	1	1			1	1				1	1		1	1		1		1	1	1	1	1	1	
<input type="checkbox"/>	13. Street Name Request Form																								
<input type="checkbox"/>	14. Project Approval Letter with Conditions			2*	2*	1									1*										
<input type="checkbox"/>	15. Additional Required Documents/Information	✓	✓	✓		✓	✓		✓	*	*	✓		✓	✓		✓				✓	✓			
<input type="checkbox"/>	16. Engineering Review Fees May Apply	◆	*			◆				◆		◆		◆	◆	◆	◆			◆			◆	◆	◆
<input type="checkbox"/>	17. Complete appl. PDF format/Digital copy	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<input type="checkbox"/>	18. Not-Applicable Letter	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

* If applicable and/or dependent on the type of project. ✓ Specific addl. information is required (Check with Comm. Devel. staff) ◆ Addl. information is required for Specific Plan & PUD (Check with Comm. Devel. staff) ⊕ Additional copies may be required. ◆ Engineering Review Fees - Actual cost of engineering review in addition to the application fee.
 1. \$400 additional fee for each dwelling unit over 50. 2. \$2,500 application fee if filed and heard concurrently with PUD. 3. \$500 additional fee for each adjacent parcel with same ownership.
 4. \$1500 plus \$250 fee for each adj. parcel with same ownership if filed with MPA. 5. One set of application materials submitted to County Clerk, and original set & one copy submitted to Community Development Dept. 6. Five (5) sets of **signed** plans required after approval 7. Amended Map Fees: Same as for original map type being amended

LAND DIVISION APPLICATION SUBMITTAL REQUIREMENTS

☑	Application Type	Submittal Requirements														
		Fees and number of copies needed for required information & materials are shown for each application type														
		Amended Map	Boundary Line Adjustment	Certificate of Amendment	Division of Land into Large Parcels, Tentative Map	Division of Land into Large Parcels, Final Map	Site Improvement Plan/ Permit ⁶	Parcel Map, Tentative	Parcel Map, Final	Parcel Map Waiver	Planned Unit Develop. Tentative	Planned Unit Development, Final	Reversion to Acreage	Street Name Request	Subdivision Map, Tentative	Subdivision Map, Final
<input type="checkbox"/>	Application Fee	See Note #7	\$1000	\$375	\$500	\$250	\$500	\$2000	\$1000	\$1000	\$3250 ¹	\$3000	\$1000	\$500	\$3000 ¹	\$1500
<input type="checkbox"/>	1. Application Form (signed & notarized)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<input type="checkbox"/>	2. Map	*	2		10	6	3	10	3		15/16 ⁸	15	1		15/16 ³	7
<input type="checkbox"/>	3. Reduced Map (11" x 17")	*	1		1	1		1			1	1	1		1	1
<input type="checkbox"/>	4. Original Map Mylar (after tech. rev. & approval)	1	1			1			1			1	1			1
<input type="checkbox"/>	5. Detailed Description/Narrative & Justification	1		1	1		1	1		1	1	1	1	1	1	
<input type="checkbox"/>	6. Vicinity Map	1	1		1	1	1	1		1	1	1	1		1	
<input type="checkbox"/>	7. Title Report	1	1		1	1		1		1	1		1		1	
<input type="checkbox"/>	8. Property Legal Description/Deed		1		1		1	1		1	1		1		1	
<input type="checkbox"/>	9. Photographs (min. set of four photos)				1	1	1	1		1	1		1		1	
<input type="checkbox"/>	10. Grading Plan						1				1	1			1	
<input type="checkbox"/>	11. Drainage Report						1	3			3	3*			3	
<input type="checkbox"/>	12. Traffic Study							3			3	3*			3	
<input type="checkbox"/>	13. Soils Report						1*	3			3	3*			3	
<input type="checkbox"/>	14. Area Study										1				1	
<input type="checkbox"/>	15. Hydology and Hydraulics (H&H) Study						1*				1				1	
<input type="checkbox"/>	16. Irrigation Water Conveyance Approval					1*			1			1				1
<input type="checkbox"/>	17. Water Rights					1			1			1				1
<input type="checkbox"/>	18. Intent to Serve/Will Serve Letters/ Utility Strmnts				1*	1*		1	1		1	1	1		1	1
<input type="checkbox"/>	19. Street Name Request Form				1*	1*		1*			1	1*		1	1	
<input type="checkbox"/>	20. NDEP Recommendation										1	1			1	1
<input type="checkbox"/>	21. Map Approval Letter with Conditions document								1			1				1
<input type="checkbox"/>	22. Approved Impr. Plans or Proof of Completion						1*		1			1				1
<input type="checkbox"/>	23. Cost Estimate						1*		1*			1*				1*
<input type="checkbox"/>	24. Financial Security						1*		1*			1*				1*
<input type="checkbox"/>	25. Improvement Agreement						1*		1*			1*				1*
<input type="checkbox"/>	26. Recording Fees	1	1	1		1			1			1	1			1
<input type="checkbox"/>	27. Traverse Calculations (Wet Stamped)	1	1			1			1			1	1*			1
<input type="checkbox"/>	28. Tentative Map on CD															
<input type="checkbox"/>	29. Final Map on CD (AutoCAD format and PDF)	1	1			1			1			1	1			1
<input type="checkbox"/>	30. Additional Required Documents/Information		✓	✓			✓			✓	✓	✓	✓			
<input type="checkbox"/>	31. Engineering/Surveying Review Fees	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆		◆	◆
<input type="checkbox"/>	32. Complete appl. PDF format/Digital copy	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<input type="checkbox"/>	33. Not-Applicable Letter	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

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