



Zoning Request Checklist

Planning and Development

Project Name: _____

Address: _____

Case #: _____ Date: _____

Check boxes where applicable. Checklists are to be filled out by the applicant and submitted with the plan sets.

INITIAL SUBMITTAL REQUIREMENTS:

- Pre-Application Meeting Held
 - Application Packet (mm-dd-yyyy)**
 - Application Fees
 - One (1) PDF set of plans and documents
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DOCUMENTS REQUIRED

- Survey of Property (mm-dd-yyyy)**
- Legal Description of Property (mm-dd-yyyy)**
- Rezoning Request (mm-dd-yyyy)**
 - Is the proposed zoning district consistent with the Comprehensive Plan?
 - Are there any known changes in land use, street arrangement or other physical conditions that have altered the character of the property, or adjoining property, since the present zoning was accepted?
 - Why is the property in question more reasonably suited for uses permitted under the proposed zone district versus the current district?



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- Proposed Zoning Standards (mm-dd-yyyy)**
 - Development standards; uses; density; lot size; lot dimensions; setbacks; coverage; height; landscaping; lighting, fencing, parking and loading; signage; open space; drainage; and utility and street standards;
 - Color building elevations and renderings, pictures of other similar developments, etc.
 - Minimum lot area; minimum lot width and depth; minimum front, side, and rear yard areas; maximum height of building; maximum lot coverage; total open space;
 - Proposed and existing land uses by category;
 - Proposed gross development density and density by land use type;
 - Proposed estimated total floor area and floor area ratios together with view analysis;
 - Proposed amenities;
- Concept Plan (mm-dd-yyyy)**
 - Additional requirements listed in Concept Plan Application and Concept Plan Checklist
- Geotechnical Report (mm-dd-yyyy)**
- Water and Utility Service Plan (mm-dd-yyyy)**
- Stormwater Management Plan**
- Infrastructure Plans (mm-dd-yyyy)**
- Traffic Impact Analysis (mm-dd-yyyy)**
- Access Control Plan (mm-dd-yyyy)**
- Landscape / Open Space/ Trail Plan (mm-dd-yyyy)**
- Tree Mitigation Plan (mm-dd-yyyy)**
- Design Standards (mm-dd-yyyy)**
 - Detailed design standards demonstrating compliance with town standards and the Building Quality Manual
- Comprehensive Plan Analysis (mm-dd-yyyy)**
 - Written analysis and demonstration of compliance with the Comprehensive Plan