



PLANNED DEVELOPMENT APPLICATION

*A completed application package must be received 45 days prior to the next regularly scheduled Planning Commission that the developer desires to be heard. **A Rezoning Application must accompany the PD application checklist.** An application package is not complete without **all** applicable items checked and fees paid. If the application is missing any of the items listed below, it will be deemed incomplete and a complete application must be resubmitted.*

_____ A Pre-Application Conference has been conducted with the Developer, his Designer/Engineer, City Engineer and the Planning Manager.

_____ A completed Rezoning Application has been submitted.

_____ A copy of the recorded deed has been submitted.

_____ The Sketch/Concept Plan has been approved.

_____ The plat (survey) for the Master Site Plan has been submitted which meets all zoning, subdivision and land development standards.

_____ A digital copy of the Master Site Plan shall be submitted in .jpeg or .pdf format.

_____ A PD fee of \$1,000 has been submitted.

_____ A Traffic Impact Study has been submitted.

_____ A completed Planned Development Master Site Plan Checklist has been submitted.

_____ A Development Agreement has been approved and submitted (if applicable).

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable City ordinances and state laws related to the use and development of the land. I further certify that I am the property owner, or his/her authorized agent, of the subject site(s). I understand that falsifying any information herein may result in rejection or denial of this request.

Property Owner or Authorized Agent

DATE

Development Name _____

Date _____

OFFICE USE ONLY

AMOUNT PAID: _____ **CHECK #:** _____ **CASH AMOUNT:** _____

DATE RECEIVED: _____ **RECEIPT #:** _____

PLANNING COMMISSION MEETING DATE: _____

_____ Application is **COMPLETE** and is **ACCEPTED** for Plan Review

Date Accepted: _____

_____ Application is **NOT COMPLETE** and is **DENIED** for Plan Review for the following reasons:

1. _____
2. _____
3. _____

Designer Contacted By: _____ **Date:** _____