

APPLICATION REQUIREMENTS



Building Permit Prior to Platting

Edited 6/29/15

REVIEW CRITERIA: The Community Development Department may authorize the issuance of a building permit prior to platting with the concurrence of the City Engineer. The applicant shall demonstrate that a hardship will result if the normal process of platting is not followed. The City can require the dedication of easements or rights-of-way as a condition of approving the request.

PLAN SUBMITTAL CHECKLIST: The following items will need to be included in any review submittal for Building Permit Prior to Platting.

Applicant	Planner
<input type="checkbox"/> General Development Application Form	<input type="checkbox"/>
Copies of a Project Statement identifying the following: (<i># TBD by Planner</i>)	
<input type="checkbox"/> 1. A clear description of the proposed development	<input type="checkbox"/>
<input type="checkbox"/> 2. A Justification based on the review criteria addressing why the proposed project should be approved	<input type="checkbox"/>
<input type="checkbox"/> Copies of the Approved Development Plan , if applicable, or the Proposed Development Plan (<i># TBD by Planner</i>)	<input type="checkbox"/>
<input type="checkbox"/> A copy of a black line of the proposed project, reduced to 11" x 17", or a .pdf	<input type="checkbox"/>
<input type="checkbox"/> 4 copies of a Geo-Technical Hazards Report unless a waiver has been approved by both Land Use Review and the Engineering Development Review (EDRD) (not required if a study was reviewed in conjunction with the development plan).	<input type="checkbox"/>
An Engineering Worksheet that has been approved by the Subdivision Engineering Review Team. The following information shall be required for approval of the worksheet:	
<input type="checkbox"/> 1. An approved Drainage Report must be on file with City Engineering;	
<input type="checkbox"/> 2. A \$4,500 financial assurance must be posted with City Engineering to cover the cost of the future platting;	<input type="checkbox"/>
<input type="checkbox"/> 3. Any other financial assurances to cover the cost of required street and drainage improvements must be posted with City Engineering;	
<input type="checkbox"/> 4. All applicable drainage and bridge fees must be paid; and	
<input type="checkbox"/> 5. All other applicable requirements such as special agreements or cost recoveries must be met.	
<input type="checkbox"/> A copy of the Pre-Application Meeting Summary from the assigned City Planner	<input type="checkbox"/>

PLAN CONTENT REQUIREMENTS: The content of the development plan must include the following information.

General Information

<input type="checkbox"/> Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets.	<input type="checkbox"/>
<input type="checkbox"/> Note the sheet number in the lower right-hand corner (i.e. 1 of 10, 2 of 10, etc.)	<input type="checkbox"/>
<input type="checkbox"/> Indication of standardized scale, both fractional and bar (i.e. 1" = 20')	<input type="checkbox"/>
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<input type="checkbox"/> Vicinity Map (does not have to be to scale). The map should show the proposed site outlined with the existing adjacent streets within the neighborhood.	<input type="checkbox"/>
<input type="checkbox"/> Any Conditions of Record established at the time of zoning.	<input type="checkbox"/>
<input type="checkbox"/> Notes describing any covenants/easements permitting the use of the land by adjacent property owners.	<input type="checkbox"/>
<input type="checkbox"/> Notes which describe any approved variances which apply to the property. Include the City File Number and date of approval.	<input type="checkbox"/>
<input type="checkbox"/> Legend indicating the following information regarding the project site:	<input type="checkbox"/>
<input type="checkbox"/> Owner name and address	<input type="checkbox"/>
<input type="checkbox"/> Acreage	<input type="checkbox"/>
<input type="checkbox"/> Name of Master Plan (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Existing zoning and proposed zoning (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Legal Description	<input type="checkbox"/>