

STAFF USE ONLY	FEE SCHEDULE:	
Date application submitted _____	4th Submittal	\$500.00
Date accepted as complete _____	5th Submittal	\$1,000.00
Planning Commission date _____	6th/Subsequent Submittals	\$2,000.00/review

APPLICATION INSTRUCTIONS: Fill out this form completely, supplying all necessary information and documentation to support your request.

YOUR APPLICATION WILL NOT BE PLACED ON THE PLANNING COMMISSION AGENDA UNTIL THIS INFORMATION IS FURNISHED AND ALL STAFF COMMENTS HAVE BEEN ADDRESSED.

PROJECT NAME: _____

GENERAL INFORMATION:

Applicant Address: _____

Phone: _____ Email: _____

Rep. Address: _____

Phone: _____ Email: _____

Owner Address: _____

Phone: _____ Email: _____

INDICATE WHERE CORRESPONDENCE SHOULD BE SENT:

- Applicant Representative Owner

PROPERTY DESCRIPTION:

Site Address: _____

Current Zoning District: _____

****Attach Legal Description of Property.** (This may be found on deed or current survey of property.)

FINANCIAL INTERESTS:

The following entities and/or people have financial interest in this project:

APPLICANT/REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect or false information is grounds for invalidation of the application. I understand the City may not approve my application or may set conditions on approval.

Signature _____ Date _____

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Signature _____ Date _____

Checklist:*

YES NO N/A

- 1. Completed application form.
- 2. Payment of application fee.
- 3. One digital PDF plan set of all required drawings, showing all information required in this checklist, and 3 hard copies of plan set, folded to 9"x12" or 10" x 10 1/2".

FINAL PLAT Information:

- 1. Names, addresses, and telephone numbers of the record owners, engineer, and surveyor (sealed and signed) preparing the plat or plan.
- 2. North arrow, graphic scale, acreage, zoning, date of preparation and area (in square feet or acres) of the plat, and date of survey.
- 3. Sign-Off block per City requirements, as furnished by the Planning Department.
- 4. Title block located in the lower right-hand corner indicating the name and type of project, firm or individual preparing drawings and date.
- 5. Note regarding wetlands determination, if any.
- 6. Location of all pins and monuments. The plat will indicate the state plane coordinates of the monuments. One out of each four monuments shall contain a brass plate indicating elevation in accordance with Item 12.
- 7. Written legal description that reads clockwise (Note: if the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
- 8. Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
- 9. Labeled property lines with bearings, dimensions, and curve data.
- 10. Highway right-of-way lines clearly labeled. (The proposed R.O.W. lines shall be shown and dimensioned.)

YES NO N/A

- 11. Clear representation of the FEMA Designated 100-year Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date and the Corps of Engineers Flood Hazard Study. A listing of all lots located in the Flood Hazard Area and the symbol of "FP" located on each lot.
- 12. Provide a benchmark, clearly defined with an accuracy of 1/100 of a foot. This benchmark must be tied to NAVD 1988 datum.
- 13. Provide a complete and accurate legend.
- 14. A general vicinity map of the project at a scale of 1" = 2000' taken from the City of Lowell Street Base Map (1" = 2000').
- 15. The location of all existing and proposed buildings, dimensions of buildings, square feet and dimensioned setbacks from the building to property lines.
- 16. Revision block.
- 17. Drawing title (Final Plat or Replat)
- 18. Minimum finished floor elevations for lots in residential subdivisions shall be the highest of
 - 1. one (1) foot above the top of the curb at the center of the driveway, or
 - 2. one (1) foot above finished grade at the highest point around the perimeter of the house, or
 - 3. the elevation indicated on the plat.

PROPOSED AND EXISTING UTILITIES AND DRAINAGE IMPROVEMENTS:

- 1. The width, approximate locations, and purposes of all existing and proposed utilities, drainage improvements, and easements for drainage, water and sewer, utilities, flood control, or other public purposes within and adjacent to the project. Existing easements shall show the name of the easement holder, purpose of the easement and instrument number of the recorded document. If an easement is blanket or indeterminate in nature, it must be released.

PROPOSED AND EXISTING STREETS AND RIGHTS-OF-WAY:

- 1. The location, width, grades and names or designations of all existing and proposed streets, alleys, paths and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the centerline curvedata. Private streets shall be clearly indicated.
- 2. The location of all existing and proposed streetlights; every intersection, cul-de-sac, and every 300'; and associated easements to serve each light.

PROPOSED LOTS:

- 1. The lot layout, the dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot and the minimum finished floor elevations for each lot. The finished floor elevation for lots in the FEMA 100-year flood plain shall be established a minimum of two (2) feet above the 100-year flood elevations. Lots shall be numbered consecutively for all phases. The total number of lots shall be indicated on the plat.
- 2. The designation of all "outlots" and anticipated uses, if known.

YES NO N/A

SITE SPECIFIC INFORMATION:

- 1. The location of existing or proposed ground leases or access agreements.
- 2. The boundaries, acreage, and use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park or recreation purposes or for the purpose of providing public access to any public water, river, or stream, it shall be designated.
- 3. A description of proposed public or commonly held areas and draft "open-space" easement agreements, if applicable.
- 4. Copy of filed covenants, POA agreements with conditions and restriction, if any. Show on the plat the instrument number of the recorded documents.
- 5. A written description of requested variances and waivers from any city requirement.
- 6. Proposed building setbacks. (A variance is necessary for proposed setbacks less than those set forth in the zoning district.)
- 7. The location & size of existing and proposed signs, if any.
- 8. Easement Plat and Final Plat with Street Dedications must be accepted by City Council by Ordinance.

DIGITAL DATA:

- 1. DWG or DXF of final plat and legal description in DOC format must be submitted with final plat application. Questions concerning this requirement should be directed to Planning.
- 2. After PC approval, all corrected plans must be resubmitted in DWG or DXF format.

MAP & PLAN:

- 1. Applicant shall provide one each of the vicinity map and site plan on an 8.5"x11" sheet.

Applicant shall positively certify each item. Where "No" or "N/A" is checked, Applicant shall submit a written explanation why the item is not positively certified.