



Planning Project Intake Sheet

Annexation Project

Required documents for this submittal:
Petition of Annexation, current deeds for all parcels in request, and current surveys for all parcels in request
***If subtype PD or DRD – also must include Statement of Intent and Site Plan**

Rezoning Project

Required documents for this submittal:
Zoning Map Amendment Application
***If subtype PD or DRD – also must include Statement of Intent and Site Plan**

Board of Architectural Review Project (BAR Project)

Required documents for this submittal:
BAR Application, Renderings of work (exterior of building changes)

BZA Variance Project (BZA Variance)

Required documents for this submittal:
BZA Variance Application

BZA Special Exception (BZA Special Exception)

Required documents for this submittal:
BZA SE Application

BZA Appeal of Staff Decision Project

Required documents for this submittal:
BZA SE Application

Preliminary Plat

Required documents for this submittal:
P&Z Project Application, Plat

Final Plat

Required documents for this submittal:
P&Z Project Application, Final Plat
Checklist, Plat, Two Year Warranty (public roads), Road Dedication (public roads)
***Bond estimate may be provided**

Summary Plat

Required documents for this submittal:
P&Z Project Application, Plat

Final Development Plan

Required documents for this submittal:
P&Z Project Application, Plat

Commercial Site Plan

Required documents for this submittal:
P&Z Development Project Application, Site Plan

Counter Plat

Required documents for this submittal:
Drop-off/Pick-up Form, Plat

Land Development Variance, Misc. Project, Zoning Verification Letter

Required documents for this submittal:
Drop-off/Pick-up Form

Site Development Project (All Subtypes)

Required Documents for this submittal:
SWPPP (binder), Civil Drawings (Electronic), Application
***Grading Permits- All REVIEWS MUST BE APPROVED TO ISSUE**

All applications must be completed in their entirety, signed by the applicant and or land owner, and be accompanied by required documents needed for application. **SCAN ALL DOCUMENTS INTO ATTACHEMENTS INTO PROJECT**