



PROPERTY IDENTIFICATION NUMBER #  
LEGAL DESCRIPTION: (Attach Separate Page if Necessary)

**REQUIRED ATTACHMENTS IF APPLYING FOR COMMUNITY DESIGN STANDARDS REVIEW**  
(Additional Information May be Requested):

Three (3) Copies of the Following:

1. Code section Ch. 27, Title XIII, Section 3 identifies the comprehensive plan submittal requirements.
2. Existing site features including landscaping, drainageways, topography.
3. Scaled site plan including all structures, parking, drives, and detention areas.
4. Building elevations for all sides of structures including accessory structures.
5. Scaled sign plan including freestanding, wall and directional signage.
6. Exterior site lighting plan, see Ch. 27, Title XIII, Section 5.J
7. Landscaping plan, see Ch. 27, Title XIII, Section E-I
8. Location and screening methods for all mechanical and refuse equipment.
9. Other plans or specifications as requested to complete review.

**REQUIRED ATTACHMENTS IF APPLYING FOR SITE PLAN/AMENDED SITE PLAN REVIEW**  
(Additional Information May Be Requested):

Three (3) Copies of the Following:

1. Site Plan of the proposed development drawn to scale, showing:
  - Location & Dimensions of all Existing & Proposed Buildings with Setbacks, Driveways, Curb Cuts and Parking Areas with spaces marked & numbered
  - Refuse Storage Area & Type of Screening Material to be used
  - Lighting Plan including a Manufacturer's Rendering of Light Fixtures and Foot Candle Beam Spread as it would be located on the Site Plan
  - Elevation of Building(s)
  - Signs - Design, Location and Dimension
  - All Mechanical Equipment (A.C. Condensers, Meters, Etc.)
2. Photographs or artists' rendering of the property as it currently exists and a rendering of other visual demonstration of the property after development
3. Detailed Landscaping Plans Indicating Species, Size and Location of All Plantings
4. Samples & Color of Exterior Siding and Roofing Materials
5. \_\_\_\_\_
6. \_\_\_\_\_

**CERTIFICATION BY THE APPLICANT**

I certify all the information contained in this application form or any attachments, documents, or plans submitted herewith are true to the best of my knowledge and belief.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**CERTIFICATION BY PROPERTY OWNER**

I certify that I am the owner of the property, which is subject of this request. The applicant has received my approval to proceed with this request.

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

**IF AN APPEAL OR WAIVER IS REQUESTED**, you will be notified of the date and time of the Planning Commission Meeting. You and/or your representative must be present at the meeting and be prepared to present your case to the Planning Commission. If you and/or your representative are not present, the Commission may not hear your request.