



PRELIMINARY DEVELOPMENT PLAN CHECKLIST

Submittal Requirements	Yes	No*
Completed application form with signatures	X	
Ownership affidavit form	X	
Legal description	X	
Technical Studies, if required		X
Filing fee – Residential 0-5 acres \$1600 + 2 legal notice publishing charges (\$165 each); Residential over 5 acres \$2000 + 2 legal notice publishing charges (\$165 each); Commercial 0-5 acres \$1800 + 2 legal notice publishing charges (\$165 each); Commercial over 5 acres \$2400 + 2 legal notice publishing charges (\$165 each)	X	
Number of folded sets of preliminary development plans – Initial submittal (4) full size, resubmittal (4) full size (including site plan, landscape plan, building elevations, civil engineering), collated, stapled (seals required for engineering plans)	X	
An electronic copy of all plan submittal and resubmittals	X	
Checklist for Plan Submission Requirements	X	
Checklist for Preliminary Development Plan	X	
Checklist for Zoning District Regulations – Separate document	X	
Checklist for Design Standards (See Article 7) – Separate document	X	
Checklist for Other Ordinance Requirements	X	

**Table 1. General Application Requirements
Plan Submission Requirements**

UDO Article 2., Sec. 2.040	Ordinance Requirement	Met	Not Met	N/A
B.1. Date Prepared	Date prepared	X		
B.2. Name & address	Name, address and telephone number of the person who prepared, or person responsible for preparing, the plan;	X		
B.3. Scale	Graphic, engineering scale not to exceed 1:100. All plans shall be drawn to a standard engineer's scale of 1:50 or 1:100', unless a different scale is specifically approved by the Director.	X		
B.4. Plan Size	Plan size maximum of 24" x 36" with one inch border	X		
B.5. North Arrow	North Arrow; plan shall be oriented so north is to the top or to the right side of the sheet.	X		
B.6. Vicinity Map	Vicinity map with north arrow indicating the location of the property within the City.	X		