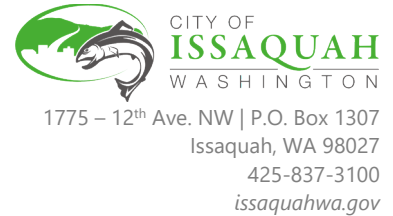


# Community Conference Submittal Requirements



## I. Purpose

The Community Conference is an informal community meeting hosted by the Development Commission. The purpose of the meeting is to generate discussion, raise issues, and propose creative options relative to the proposed project. It is intended to provide a means by which the applicant, staff, Development Commission and public are able to work together in a productive and creative manner. However, options and issues raised may not be all-inclusive and no guarantees on the project outcome are made at this stage.

### How to Apply

1. Gather all documents as required by this submittal requirement packet
2. Save all documents in PDF format per the [Electronic Plan Requirements](#)
3. [Visit MyBuildingPermit.com to apply](http://VisitMyBuildingPermit.com)

## II. Submittal Requirements

The applicant shall submit the following materials to the Permit Center to allow preliminary analysis of the proposal.

- 1. Affidavit of Ownership/Agent Authority
- 2. Submit the non-refundable fee: (Refer to Fee Schedule)
- 3. Written narrative describing the project. Please be specific.
- 4. Site Survey that extends one hundred (100) feet beyond all property lines. (The Planning Department, in some instances may waive this requirement.) The scale on this survey shall be no smaller than 1" = 20' and should be on 24" x 36" paper. The site survey shall include the following.
  - a. North arrow
  - b. Bar scale
  - c. Preparer, address and title block
  - d. Gross site area in square feet and acres
  - e. Property lines, including distances, bearings, and corner markings. Indicate point of bearing
  - f. All existing on-site developments
  - g. Adjacent right-of-way: Locate and label existing centerline, curb, sidewalk, and all surface hardware, both sides of street. Distances to right-of-way are required.
  - h. Streets and alleys: Show location, name or number of all streets and alleys adjacent to the site. Show any off-site easements or private streets that provide access from the site to a public road, both sides of the street.
  - i. Easements: Show the location of all existing utility, open space, drainage, native growth protection, and access easements.
  - j. On-site structures: Indicate existing location of mailboxes, utility vaults, hydrants, fire department connections, electrical equipment pad, flag poles, all exposed HVAC equipment, and traffic signs, as well as routes of underground utilities.

- k. Trees: Show trees that are at least 30 feet tall, or 6 inches in diameter at 4.5 feet above ground level.
  - l. Spot and topography elevations: Show surface elevation at each corner of the site. For sites with slopes greater than 10%, show existing and proposed contours at 2-foot intervals. Contours at portions of the site that are to remain undeveloped may be shown at 10-foot intervals. Locate temporary and permanent benchmarks.
  - m. Drainage features: All streams, ditches, channels, bridges, culverts, catch basins, and direction of flow shall be indicated.
  - n. Critical areas: Streams, wetlands, slopes 40% or greater.
- 5. Rough sketch site plan indicating locations of building areas, landscaped areas, parking areas and main entrance. Scale should be 1" = 20'.
  - 6. Rough building elevations indicating exterior materials and design including rough exterior dimensions.

**Optional Items**

- 1. One (1) exterior color and materials sample board is highly recommended. Size not to exceed 11" x 14".
- 2. One (1) Artist's rendering of the proposal is desirable.
- 3. Utility concept (Sewer, Water, Storm)

***NOTE: The more information you provide, the more thorough staff and Development Commission input will be for your project.***