

✓ Required

- May be required

	Annexation	Appeal	Comprehensive Plan Amendment	Conditional Use Permit - General	Conditional Use Permit - Gravel Pit	Condominium Plat	Extended Temporary Use	Grading Permit	Institutional & Civic Master Plan	Planned Development - ODP/Major Amendment	Planned Development - Final Plan	Planned Development - Minor Amendment	Revocable Permit	Rezone	Site Plan Review - Major	Site Plan Review - Minor	Subdivision - Minor	Subdivision - Major Preliminary	Subdivision - Major Final	Subdivision - Major Prelim/Final	TEDS Exception	Vacation - Easement	Vacation - ROW	Vacation - Plat	Variance
Annexation Information Sheet	✓																								
Annexation Petition	✓																								
Appraisal										■	■							✓	■	✓			✓		
Articles of Incorporation											■				■				■	■					
Avigation Easement											■				■	■	■	■	■	■					
Boundary Agreement	■										■				■		■	■	■	■					
Boundary Survey	✓										■				■		✓	✓	✓	✓					
CDOT Access Permit											■				■	■	■	■	■	■	■				
Condominium Map						✓																			
Construction Plan Set ¹						✓					✓				✓	✓	✓	✓	✓	✓					
Conveyances – Existing						✓				✓	✓	■	■		✓	✓	✓	✓	✓	✓		✓	✓	✓	
Conveyances – New						✓					✓		■		■	■	✓		✓	✓					
County Treasurer's Tax Certificate						✓											✓	✓	✓	✓					
CC&Rs or Condo Declarations						✓				✓	■				■	■			■	■					
Development Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DIA Exhibit B											✓				■	■	■		✓	✓					
Drainage Letter								■			■				■	■	■	■	■	■					
Drainage Report - Final								■			■				■	■	■	■	■	■					
Drainage Report - Preliminary								■			■				■	■	■	■	■	■					
Dredge and Fill Permit								■			■				■	■	■	■	■	■					
Fire Flow Form											✓				✓	✓	✓	✓	✓	✓					
Floodplain Elevation Certificate						■					■				■	■	■	■	■	■					
General Project Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Geotechnical Report - Final								■			■				■	■	■	■	■	■					
Geotechnical Report - Preliminary								■			■				■	■	■	■	■	■					
Haul Route					✓						■														
Improvement Survey Plat	✓					✓		■			✓				✓	■	✓	✓	✓	✓		■	■	■	
Industrial Pretreatment Survey (IPT Survey)											■				■	■									
Legal Description	✓		✓	✓	✓	✓			✓	✓		✓	■	✓								✓	✓	✓	
Materials Testing Report											■				■	■	■		■	■					
Neighborhood Meeting Minutes	✓		✓	✓	✓		✓		✓	✓				✓				✓		✓		✓	✓	✓	✓
Outline Development Plan Drawing(ODP)										✓		✓													
Ownership Information ²	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pedestrian & Bicycle Analysis											✓				✓	✓	✓	✓	✓	✓					
Phase I / II Environmental Report											■				■	■	■	■	■	■					
Post Construction Stormwater Agreement											■				■	■	■	■	■	■					
Reclamation Plan					✓																				

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Sewer System Design Report															■		■	■	■	■					
Sign Plan/Package				■					■	■		■			■	■									
Site Sketch				✓			✓						■			✓					■				
Sketch for Descriptions						■							✓		■	■	■	■	■	■		✓	✓		
Stormwater Management Plan/Permit								■			■				■		■		■	■					
Subdivision Plat						✓					■				■	■	✓	✓	✓	✓	■		■	✓	
Surveyor Verification - Initial						✓					■						✓	✓	✓	✓					
Traffic Impact Study				■							✓				■	■	■	■	■	■	■				
Traffic Plan				■	✓						✓				■	■	■	■	■	■	■				
Transaction Screen Process															■	■	■	■							
Water & Sewer System Design Report															■	■	■	■							

¹Construction Plan Set includes the following drawings:

Composite Plan	Lighting Plan
Composite Plan – Preliminary	Road Cross Sections
Cover Sheet	Roadway Plan and Profile
Demolition Plan	Site Plan*
Detail Sheet	Site Plan – Fire
Elevation/Perspective	Site Sketch*
Fence/Wall Plan	Subdivision Plan – Preliminary*
Floor Plan	Tree Removal and Protection Plan
Grading Plan	Tree Survey
Irrigation Plan and Profile	Water, Sewer, and Storm Sewer Plan and Profile
Landscape Plan (Preliminary)	Wetlands Delineation

*Application may require Site Plan, Site Sketch, or Subdivision Plan – Preliminary

²Ownership Information includes, as applicable:

- Deed
- Lease Agreement
- Ownership Statement
- Statement of Authority
- Title Commitment

NOTE: The City may require additional, site- or project-specific data, maps, plans, surveys, statements, or general information to review a development application.

REQUIRED ITEMS: If any of the items required do not apply to your application, please discuss them with the project manager (planner) during the Pre-application or General Meeting. If a meeting is not required, contact the Development Coordinator prior to submittal.

MAYBE ITEMS: Items labeled “Maybe” symbol are required based on the site and/or project conditions. Requirements will be identified in the Pre-Application or General Meeting notes. If a meeting is not required, contact the Development Coordinator before submittal.