



Community Development Submittal Checklist

If applying for a GIM fill out Part I

Part I

- List of questions.
- Vicinity map identifying subject property and showing and labeling all roads within 1/2 mile **and** showing zoning of subject property and adjacent parcels.
- 11 x 17 site plan.

If applying for a DRC fill out Part II

Part II

- Completed Permit Application form.
- Narrative/Project Description.
- Completed environmental checklist.
- Completed traffic impact analysis (see Traffic Impact Analysis Checklist) or traffic study including traffic impact analysis and mitigation for City, County, and State roads.
- Completed drainage report and drainage plan.
- Completed landscape plan.
- Completed site plan for site-specific building projects, including the following information.
 - Dimensions of the lot.
 - Building footprint with dimensions.
 - Building distance from all property lines.
 - Parking plan.
 - Utility connections.
 - Fire protection systems.