

COMMERCIAL PROJECT

Application: The Development Services Application, filled out completely, with all associated signatures.

Letter of Intent: A letter of intent is required and shall specify proposed uses and include information on any special operations (e.g. Office/Warehouse building with printing and laminating facilities). It shall state the square footage of the proposed building, the acreage and general location of the subject property, its existing zoning, and any other information and special considerations the applicant believes pertinent.

Plans. Site Plan review generally comprises of four (4) items:

1. Site Plan
2. Landscape Plan
3. Building Elevations
4. Preliminary Civil Plans (as determined by the City Engineer)

Copies. Three (3) 24" x 36" copies and one (1) 11" x 17" reduction copy of all plans. An electronic copy shall also be submitted,