



PLANNING & ZONING
Subdivision – Preliminary Plat

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Description	Staff (v)
	Completed & signed Hearing Review Master Application	
	Narrative fully describing the proposed use/request	
	Recorded warranty deed for the subject property	
	Preliminary Plat – Submitted in 8 ½ x 11 paper format AND in electronic format (PDF)	
	Landscape Plan– Submitted in 8 ½ x 11 paper format AND in electronic format (PDF)	
	Vicinity map – Submitted in 8 ½ x 11 paper format AND in electronic format (PDF)	
	Traffic Study – Submitted in 8 ½ x 11 paper format AND in electronic format (PDF)	
	Neighborhood Meeting sign-in sheet	
	Fee	

Total # Lots

Residential: _____ Commercial: _____ Industrial: _____ Common: _____

Phased Project: Yes No If “yes”, Phase #: _____ Total Acreage: _____

Min. Lot Size (excluding common lots): _____ Max. Lot Size (excluding common lots): _____

Avg. Lot Size (excluding common lots): _____ % Useable Open Space: _____

List all types of useable open space: _____

STAFF USE ONLY:

Date Application Received: _____

Received by: _____

Proposed Hearing Date: _____

Hearing Body: _____