



SITE SPECIFIC DEVELOPMENT PLAN APPLICATION CHECKLIST

Two hard copies and one electronic version of all of the following information shall be submitted with an application for site specific development plan approval, unless one or more items are specifically waived in writing by the Town Manager:

- The Land Use Application form provided by the Town Manager.
- A vicinity map indicating the location of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Proof of taxes paid.
- A cover letter including a statement of the purpose of the application and a brief description of the proposed site specific development plan request.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- An application fee per the Fee Schedule in Appendix Three.

Indicate which one of the following types of applications that vested property rights are requested:

- Special use pursuant to PMC 15.02.210. Attach the Special Use checklist.
- Final subdivision plat pursuant to PMC 15.03.210, including major subdivisions, minor subdivisions, resubdivisions, and division of property into condominium or townhouse units. Attached the Final Plat checklist.
- The final approval step, irrespective of the name or designation of such approval, which occurs prior to building permit application. Attach the relevant checklist.

Note: The following are specifically excluded from, and shall not constitute, a site specific development plan: variances issued by the Board of Adjustment, sketch plans, preliminary plans, business licenses, floodway or floodplain permits, franchises, temporary use permits, any comprehensive plan element, creation of improvement districts, zoning or rezoning, final architectural plans, or final construction drawings and related documents specifying materials and methods for construction of improvements.