

Reference No. _____ (Office Use)



LAND USE APPLICATION FORM (effective January 1, 2010)

APPLICANT: Please print or type and attach additional information as necessary. Applications cannot be processed until all required information is provided. (Application requirements are on reverse side.)

GENERAL DATA REQUIRED

Name of Owner: _____ Telephone: _____ Email: _____

Address, City/State/Zip: _____

Name of Applicant: _____ Telephone: _____ Email: _____

Address, City/State/Zip: _____

Name of Development: _____

Property Address/General Location: _____

Description of Proposal (Attach a separate sheet if necessary): _____

Circle Action(s) Requested: FEE SCHEDULE OFFICE USE ONLY:

Zoning Amendment (*PH).....\$155 _____

Use by Special Review (*PH).....\$155 _____

Variance (*PH).....\$155 _____

Planned Unit Development (PUD) Plan (*PH).....\$520 _____

PUD Plan Amendment (*PH).....\$155 _____

Subdivision – Sketch Plan.....\$155 _____

Preliminary Plan (*PH).....\$520 _____

Final Plat (*PH).....\$310 _____
+\$10 per lot _____

Vesting of Property Rights (*PH).....\$155 _____

Neighborhood Development Plan.....\$155 _____

Minor Replat or Lot Line Adjustment.....\$155 _____

Easement or Right-of-Way Vacation.....\$155 _____

*Public Hearing (PH) Publication and Postage...Add \$50 _____

Other _____

AMOUNT DUE.....\$ _____

Date Received: _____

By: _____

Review Schedule:

P&Z or ZBA Date: _____

Time: _____

City Council Date: _____

Time: _____

Comments: _____

Date Paid: _____

Receipt No.: _____

*If recording, publication, or postage fees exceed amount collected, you will be billed for and agree to pay the additional amount.

CERTIFICATION (Must be signed by owner or applicant)

I certify that the application submitted herewith is true to the best of my knowledge and that in filing the application I am acting with the consent and knowledge of the property owner(s).

**BY SIGNING BELOW I INDICATE THAT I UNDERSTAND
I OR MY REPRESENTATIVE MUST BE PRESENT AT ALL PUBLIC HEARINGS
CONCERNING THIS APPLICATION. (See review schedule above.)**

Owner(s)/Applicant(s)

Land Use Application Submittal Checklist and Timeframes



Subdivision Sketch Plan (§18.16)

- 1) Application and fee
 - 2) Letter of Intent
 - 3) Sketch Plan Map (See §18.16 of the Municipal Code for specific requirements)
- ❖ Timeframe for this process is approximately 15 days.

Preliminary Plan (§18.20)

- 1) Application and fee
 - 2) Letter of Intent stating the number of lots being created and the use of the land
 - 3) Preliminary Plan Map (See §18.20 of the Municipal Code for specific requirements)
- ❖ Timeframe for this process is approximately 45 days.

Final Plat (§18.24)

- 1) Application and fee
 - 2) Letter of Intent stating the number of lots being created and the use of the land
 - 3) Final Plat Map (See §18.24 of the Municipal Code for specific requirements)
 - 4) If required, Neighborhood Development Plan application (see below)
- ❖ Timeframe for this process is approximately 30 days.
❖ May be simultaneously submitted with the Preliminary Plan

Vesting of Property Rights (§18.38)

- 1) Application and fee
- ❖ Timeframe for this process is approximately 30 days.

Neighborhood Development Plan (§18.31)

- 1) Application and fee
 - 2) Neighborhood Development Plan Map (See §18.31 of the Municipal Code for specific requirements)
- ❖ Timeframe for this process is approximately 15 days (submitted prior to or with Final Plat).

Lot Line Adjustment (§18.24.220) (\$150)

- 1) Application and fee
 - 2) Letter of Intent
 - 3) Proposed Lot Line Adjustment Map
- ❖ Timeframe for this process is approximately 15 days.

Minor Replat (§18.24.230) (\$150)

- 1) Application and fee
 - 2) Letter of Intent
 - 1) Proposed Minor Replat Map
- ❖ Timeframe for this process is approximately 15 days.

Easement/Right-of-Way Vacation (\$150)

- 1) Application and fee
 - 2) Letter of Intent
 - 3) May require survey, etc.
- ❖ Timeframe for this process is approximately 45 days.

Zoning Amendment (§19.60)

- 1) Application and fee
 - 2) Evidence of ownership or contract to purchase
 - 3) Letter of Intent stating reasons for the request and time schedule for construction or development
 - 4) Zoning amendment map
 - 5) Legal description for each requested change, if more than one proposed zone district
- ❖ Timeframe for this process is approximately 45 days.

Use by Special Review (§19.44)

- 1) Application and fee
 - 2) Letter of Intent stating how the proposal complies with Section 19.44.020 – Criteria for Use by Special Review – of the Municipal Code
 - 3) Site plans, photographs or other helpful attachments
- ❖ Timeframe for this process is approximately 45 days.

PUD Plan (§18.28)

- 1) Application and fee
 - 2) Legal description of property
 - 3) Survey plat
 - 4) Site plan
 - 5) Preliminary architectural drawings, with elevations
 - 6) Landscape plan
 - 7) Preliminary engineering plan
 - 8) Location, height and size of proposed signs, lighting, and advertising devices
 - 9) Letter of Intent describing the project
 - 10) Conceptual Plan
 - 11) Statement concerning management of the co-owned area, including a budget
 - 12) Preliminary development schedule
- ❖ Timeframe for this process is approximately 60 days.

PUD Plan Amendment (§18.28)

- 1) Application and fee
 - 2) Letter of Intent describing the amendment and reasons for it
 - 3) Conceptual plan
 - 4) Legal description of property affected
 - 5) Architectural plans, site plans, landscaping plans, etc.
- ❖ Timeframe for this process is approximately 30 days.

Variance (§19.58)

- 1) Application and fee
 - 2) Letter of Intent describing the practical difficulty or unnecessary hardship, which has not been self-imposed, and which would deprive the property owner of the reasonable use of the property or building, but for the variance
 - 3) Site plans, photographs or other helpful attachments
- ❖ Timeframe for this process is approximately 45 days.

NOTE: Please review the corresponding Municipal Code sections for further information. This information is not intended to replace or supercede requirements of the Municipal Code. All information contained herein is subject to change without notice.