


Complete	N/A	<div style="text-align: center;">  <h2 style="margin: 0;">Concept/Preliminary Plan Process</h2> </div>
		Pre-application meeting (required)
		Complete planning and development application
		Complete concept/preliminary plan process checklist
		Concept/preliminary plan application fee
		Letter to the Planning and Zoning Commission that serves as a development proposal for the proposed development application. Proposal should address the intended uses, community and economic impact of the proposed development.
		Concept (or preliminary) plan that depicts the impact of the proposed use on the property and adjacent properties. The applicant should email a PDF version, for staff review, prior to the application deadline. This plan should include:
		Title block (property address, subdivision, block, lot, abstract number, survey name, date)
		Names and contact information for the applicant, property owner, and surveyor/engineer
		North arrow, scale (minimum 1"=100'), and location map
		Property boundaries and lot lines - bearings and dimensions
		Property and lot sizes (acreage and square footage)
		Existing land use and zoning (district and subzone, if applicable)
		Site/development summary table, which shall include but not be limited to, the following: proposed land uses, gross area, net developable area, gross/net density, lot/unit count by size, average lot/unit size, maximum FAR, required and proposed parking ratio and parking count (covered and uncovered), max. building height, floodplain area, and open space area
		Abutting properties (owner's name, subdivision, land use, zoning, and parcel size)
		Existing conditions on the site - topography, natural features (tree groupings, creeks, ponds, 100-year floodplain) and man-made features that are to remain (structures, drainage features, private streets and access drives, public and private utility infrastructure, parking areas, and trails/sidewalks)
		Proposed site conditions - structures, drainage features, public ROW, private streets and access drives, parking areas, parkland, open space and trails
		Existing and proposed public rights-of-way (dimension widths), fire lanes and emergency access drives, private access drives, median openings, turn lanes, decel/accel lanes, and any other conditions required to depict the general circulation of the development

