

# SITE PLAN EXEMPTION CHECKLIST

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_

Block & Lot: \_\_\_\_\_

Tax Map Sheet: \_\_\_\_\_

Name of Project (if any) \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

<b>TO ALL APPLICANTS:</b> If your application lacks any of the below requirements circle the items and, in the remarks column, provide an explanation.		Required	REMARKS
1	<b>7 copies of completed checklist.</b>	X	
2	<b>7 copies of completed application form</b>	X	
3	<b>7 paper prints of existing approved site plan</b>	X	
4	<b>7 paper copies of proposed floor plan with areas of use and dimensions shown</b>	X	
5	<b>7 paper copies of current site plan</b>	X	
6	1 copy of the complete application, including the plat and all supporting materials in electronic format in accordance with 132-116 – Requirements for submission of digital plans and application.	X	
7	<b>7 copies of narrative description of proposed use</b>	X	
8	<b>7 copies of zoning permit issued by zoning officer for proposed use</b>	X	
9	Certification by developer of no anticipated or planned improvements and/or changes to the existing building or property	X	
10	Executed escrow agreement	X	
11	Financial disclosure statement for all persons or entities having more than a 10% financial interest in the property to be developed and/or in the proposed use	X	

Revised 5/2021 - Ord # 21-11-21