

FORM P(2): SITE DEVELOPMENT PLAN REVIEW - D.R.B. PUBLIC HEARING

SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB15)

Maximum Size: 24" x 36"

- ___ 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
- ___ Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **24 copies**
- ___ Zone Atlas map with the entire property(ies) clearly outlined
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Copy of the document delegating approval authority to the DRB
- ___ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- ___ Sign Posting Agreement
- ___ Completed Site Plan for Subdivision Checklist
- ___ 6 copies of the Infrastructure List, if relevant to the site plan
- ___ Traffic Impact Study (TIS) form with required signature
- ___ Fee (see schedule)
- ___ List any original and/or related file numbers on the cover application

DRB hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting. **Your attendance is required.**

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB14)

Maximum Size: 24" x 36"

- ___ 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
- Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **24 copies**
- Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) **24 copies** for DRB public hearings
- Solid Waste Management Department signature on Site Plan
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter briefly describing, explaining, and justifying the request
- Letter of authorization from the property owner if application is submitted by an agent
- Copy of the document delegating approval authority to the DRB
- Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- Sign Posting Agreement
- Completed Site Plan for Building Permit Checklist
- 6 copies of the Infrastructure List, if relevant to the site plan
- Traffic Impact Study (TIS) form with required signature
- Copy of Site Plan with Fire Marshal's stamp
- ___ Fee (see schedule)
- ___ List any original and/or related file numbers on the cover application

D.R.B. hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting. **Your attendance is required.**

AMEND SITE DEV PLAN FOR SUBDIVISION or BUILDING PERMIT (DRB10) **Maximum Size: 24" x 36"**

- ___ Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **24 copies**
- ___ DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **24 copies**
- ___ DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **24 copies**
- ___ Zone Atlas map with the entire property(ies) clearly outlined
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
- ___ Sign Posting Agreement
- ___ Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
- ___ 6 copies of the Infrastructure List, if relevant to the site plan
- ___ Traffic Impact Study (TIS) form with required signature
- ___ Fee (see schedule)
- ___ List any original and/or related file numbers on the cover application

D. R. B. hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting. **Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Bonnie Heller
Applicant name (print)
[Signature] 2/6/18
Applicant signature / date



Form revised **November 2010**

- Checklists complete
 - Fees collected
 - Case #s assigned
 - Related #s listed
- Application case numbers
_____-_____-_____
_____-_____-_____
_____-_____-_____

Planner signature / date
Project #: