

FORM S(3): SUBDIVISION - D.R.B. MEETING (UNADVERTISED) OR INTERNAL ROUTING

A Bulk Land Variance requires application on FORM-V in addition to application for subdivision on FORM-S.

- ☐ SKETCH PLAT REVIEW AND COMMENT (DRB22)
- Your attendance is required.
- n/a

Scale drawing of the proposed subdivision plat (folded to fit into an 8.5" by 14" pocket) 6 copies

x

Site sketch with measurements showing structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, if there is any existing land use (folded to fit into an 8.5" by 14" pocket) 6 copies

x

Zone Atlas map with the entire property(ies) clearly outlined

x

Letter briefly describing, explaining, and justifying the request

n/a

List any original and/or related file numbers on the cover application

- ☐ EXTENSION OF MAJOR PRELIMINARY PLAT (DRB08)
- Your attendance is required.
- Preliminary Plat reduced to 8.5" x 11"

Zone Atlas map with the entire property(ies) clearly outlined

Letter briefly describing, explaining, and justifying the request

Copy of DRB approved infrastructure list

Copy of the LATEST Official DRB Notice of approval for Preliminary Plat Extension request

List any original and/or related file numbers on the cover application
- Extension of preliminary plat approval expires after one year.

- ☐ MAJOR SUBDIVISION FINAL PLAT APPROVAL (DRB12)
- Your attendance is required.
- Proposed Final Plat (folded to fit into an 8.5" by 14" pocket) 6 copies

Signed & recorded Final Pre-Development Facilities Fee Agreement for Residential development only

Design elevations & cross sections of perimeter walls 3 copies

Zone Atlas map with the entire property(ies) clearly outlined

Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat

Copy of recorded SIA

Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer

List any original and/or related file numbers on the cover application

DXF file and hard copy of final plat data for AGIS is required.

- ☐ MINOR SUBDIVISION PRELIMINARY/FINAL PLAT APPROVAL (DRB16)
- Your attendance is required.
- 5 Acres or more: Certificate of No Effect or Approval

Proposed Preliminary / Final Plat (folded to fit into an 8.5" by 14" pocket) 6 copies for unadvertised meetings ensure property owner's and City Surveyor's signatures are on the plat prior to submittal

Design elevations and cross sections of perimeter walls (11" by 17" maximum) 3 copies

Site sketch with measurements showing structures, parking, building setbacks, adjacent rights-of-way and street improvements (to include sidewalk, curb & gutter with distance to property line noted) if there is any existing land use (folded to fit into an 8.5" by 14" pocket) 6 copies

Zone Atlas map with the entire property(ies) clearly outlined

Letter briefly describing, explaining, and justifying the request

FORM DRWS Drainage Report, Water & Sewer availability statement filing information

Proposed Infrastructure List (Figure 18)

Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat

Landfill disclosure and EHD signature line on the Mylar if property is within a landfill buffer

Fee (see schedule)

List any original and/or related file numbers on the cover application

Infrastructure list if required (verify with DRB Engineer)

DXF file and hard copy of final plat data for AGIS is required.

Grading and Drainage Plan/Drainage Report Submittal to Hydrology (Grading and Drainage Plan/Drainage Report must be submitted be to Hydrology prior to DRB application submittal. Grading and Drainage plans may have to be approved prior to DRB approval.)

- ☐ AMENDMENT TO PRELIMINARY PLAT (with minor changes) (DRB03)
- Your attendance is required.
- PLEASE NOTE: There are no clear distinctions between significant and minor changes with regard to subdivision amendments. Significant changes are those deemed by the DRB to require public notice and public hearing.
- Proposed Amended Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) 6 copies

Original Preliminary Plat, Infrastructure List, and/or Grading Plan (folded to fit into an 8.5" by 14" pocket) 6 copies

Proposed Infrastructure List (Figure 18)

Zone Atlas map with the entire property(ies) clearly outlined

Letter briefly describing, explaining, and justifying the request

Bring original Mylar of plat to meeting, ensure property owner's and City Surveyor's signatures are on the plat

List any original and/or related file numbers on the cover application
- Amended preliminary plat approval expires after one year

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

Laura Escudero

Applicant name (print)

Applicant signature / date



Form revised January 2018

☐ Checklists complete

☐ Fees collected

☐ Case #s assigned

☐ Related #s listed

Application case numbers

-

-

-

-

Planner signature / date

Project #