



## Concept Review Checklist

In order for the City to process your application you will need to submit the following:

### 1. Completed application

The application will not be considered complete unless it contains the following information:

- Name and address of applicant
- Name and address of property owner

### 2. Site plan showing the following:

- location and size of proposed buildings
- access to property
- access for fire protection
- access to public utilities
- location for parking

### 3. One 11 x 17 copy of plans

### 4. Digital copy of plans

### 5. Fee of \$375