Application Checklist

Process B – Residential Building Parks
(Conceptual & Preliminary, Engineering, & Final)

Conceptual & Preliminary Approval

- Application (with appropriate signatures) *(Revised 3/25/2010)*
- Certified Plats (4 copies)
- Appropriate Fees
  - Filing Fee - $75.00
  - Certified mail notification (effective 1/24/2021) - $6.96/each adjacent property owner (abutting the development)
- Property Owners (within 250’ radius of development)
  - Names & addresses in required electronic format (Microsoft Excel) depicting:
    - Certified mail notification to adjacent property owners (abutting the development)
    - 1st class mail notification to remaining property owners
- Service Availability Letters
  - Board of Health / Pollution Control
  - Consolidated Waterworks District No. 1
  - Electric company
  - Gas company
  - Cable company
- Fire Hydrant Distance & Accessibility
- Land Use (depicted on plat)
- Structures & Servitudes (depicted on plat)

Engineering Approval

- Application (with property owner/agent signature)
- Layout Plans (4 copies)
- Construction & Specification Plans
  - (1) copy to Engineering Department
- Appropriate Fees – Filing Fee - $860.00
  - rechecks to be billed at $100.00/hour
- Drainage Calculations (if property is in a force drainage area)

Final Approval

- Application (with property owner/agent signature)
- Final Survey Plats (4 copies)
- Appropriate Fees
  - Filing Fees
    - 1st (5) spaces or less – $50.00
    - (6) spaces or more – $15.00/each additional space
  - $50.00 minimum fee / $1,000.00 maximum fee
- Engineer’s Certification
  - The development was constructed in substantial conformance with the approved plans and specifications
- Land Use (depicted on plat)