



Community & Economic Development Department

Permit Checklist

June 2019

The following is a general checklist that applies to all Community & Economic Development Department submittals. The checklist is intended to assist prospective applicants with navigating the permit process. In each case, there may be additional submittal requirements that are identified in the pre-application notes.

The burden of proof rests with the applicant to demonstrate compliance with applicable portions of the Development Code.

- Signed Application & Fee (Site Design Review, Conditional Use, Variance, etc)
- Site Plan (3 copies | 11 x 17 or larger to scale)
- Landscape & Parking Plan (if not indicated on site plan)
- Engineering Review Form & Deposit
- Self-addressed, stamped envelopes for public notice (Type 2 & Type 3)
- Impact Study (Type 2 & Type 3)
- Pre-application Notes Response Letter
- Narrative of findings that addresses applicable criteria
- Preliminary utility and stormwater plan

After all materials have been verified, a completeness letter will be issued with a basic timeline for review. After completion, public notice will be published and mailed to the affected property owners and agencies.

The checklist itself is a requirement and must be submitted and date stamped by city staff.