



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. **1 - 11" × 17" copy of plans**

4. **3 - 2' × 3' copies of plans**

5. **Fee of \$250**