



## CONCEPT PLAN REVIEW

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Identification Number: \_\_\_\_\_

Name of Proposed Plat: \_\_\_\_\_

Total Acres: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Outlots: \_\_\_\_\_

General Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Current Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Property Owner/Fee Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Engineer/Surveyor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**FEES**

Concept Plan .....One free per property  
\$200 for each additional

**An Application Escrow and Deposit Agreement may be required for land use applications to pay for additional costs incurred by the City. Before an application will be considered complete, a deposit agreement must be executed that states that the applicant will replenish the account balance when it falls below \$500. The balance of the escrow will be refunded after the City determines that there are no outstanding charges to be billed against the account for review of the application. Fees are non-refundable.**

**ACKNOWLEDGMENT OF RESPONSIBILITY**

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. I certify that my application is complete and that all necessary documentation and materials are included. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I further understand that additional information may be required for analysis of this request. I agree that any additional costs incurred by the City will be my responsibility.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Owner Date

Application Received	
Required Exhibits Received	
Fee Paid	
Legal Notice Published	
Notice to Applicant/Owner	
Notice to Adjacent Owners	