UNIFIED GOVERNMENT DEVELOPMENT APPLICATION MINIMUM REQUIRED SUBMISSIONS

	Change of Zone	Preliminary Development Plan	Final Development Plan	Special Use Permit	SUP (Home Occupation)	Board of Zoning Appeals	Preliminary Plat	Final Plat	Vacation	Land Mark Designation	Certificate of Appropriateness
Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fee (check made to *UNIFIED TREASURER*)	✓	✓	✓	✓	✓	✓			✓		
Legal description **(electronically - MS Word File)**	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Affidavit of ownership/authorization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Title report (if owner does not match UG records)	✓	✓	✓	✓	✱	✓	✓	✓	✱	✱	✱
Digital pictures (.jpg format of all sides/directions)	✓	✓	✓	✱	✱	✓	✓	✓	✱	✱	✱
Density calculations/development summary	✓	✓	✓	✱		✱	✓	✓			
Storm water/drainage calculations	✓	✓	✓	✱			✓	✓			
Preliminary grading plan	✓	✓		✱			✓				
Final grading and erosion control plan			✓					✓	✱	✱	✱
Zoning map	✓										
Preliminary development plan		✓		✱							
Final development plan			✓	✱		✓				✱	✱
Preliminary plat							✓				
Final plat								✓			
Preliminary engineering	✱	✓					✓				
Final engineering	✱		✓					✓			
Lighting plan			✓			✱				✱	✱
Landscape plan	✱	✓	✓			✱				✱	✱
Sign plan and details			✓			✱				✱	✱
Elevations	✱	✓	✓			✱				✱	✱
Material palate (material samples and paint chips)			✓			✱				✱	✱
Checklist	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paper copies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electronic copy (CD-ROM MS WORD / ADOBE PDF)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Covenants and restrictions							✓	✓		✱	

NOTES: ✓ **Mandatory submission** ✱ **Determined by staff at pre-application meeting**

1. All checked Items must be submitted in proper form by the application deadline. Incomplete applications will be held until complete and the entered into the review process at the next deadline date.

2. For small or existing sites the applicant may request a waiver of specific detailed submission requirements in writing to the Director of Planning ten days in advance of the submission deadline.

3. Additional information may be required for unique and/or complex project.

4. All plans and documents including studies and reports shall be placed on a CD or USB Flash Drive formatted in Adobe PDF and MS Word.