



PLANNING AND ZONING COMMISSION (P&Z)  
PRELIMINARY DEVELOPMENT PLAN APPLICATION

ALL ITEMS ON THIS APPLICATION MUST BE COMPLETED.

**Application Fee: \$500.00 + \$100.00 per acre  
Per Fee Schedule**

**Applicant:** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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

Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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

Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Architect/Designer for Applicant:** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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

Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

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

Lot Number/Subdivision: \_\_\_\_\_ Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Reason for Administrative Review (attach necessary documents):

Checklist:

- Preliminary Plan requirements set forth in Section [1143.11\(c\)](#).
  - Provide any other information that maybe useful to the Planning and Zoning Commission or City Staff in the space below or attach additional pages.
  - 5 copies** of all drawings, text, any other items, and application.
  - 1 digital copy** (CD, USB, Email) of the complete application packet.
  - Attach the required fee - \$500.00 + \$100.00 per acre.
  - Post a public notice sign at least (10) days prior to a public hearing or public meeting, pursuant to ordinance 1107.035
- Public notice sign details found [here](#).

**(SEE OVER)**

