

In order for an application to be considered complete, the following items must be submitted to this office at the time of application. Any missing items may subject the application to delays.

- Pre-application Meeting as required
- Land Use Application (Page 1) and Land Use Application Fee; Fee Required: _____ Fee Provided: _____
- Site Plan Consultant Plan Review Payment Responsibility Form and Deposit Required: \$500.00 Deposit Provided: _____
- Title Company Proof of Ownership (ownership and encumbrance report) dated no later than 180 days prior to date of application. Contract Owner must provide any contract proof as necessary.
- Copy of the "Buffered Parcels Report" (St. Clair County Mapping & Platting Office; Instructions – Page V).
- Copy of Intent to File letter (Example - Page V).
- 6 – 24" x 36" (minimum size), 1 – 11" x 17", and a PDF of the sealed Preliminary Site Plan.
- 2 – 24" x 36" (minimum size), 1 – 11" x 17", and a PDF of the Architectural Elevations.
- 2 – 8.5" x 11" (minimum size) of any proposed freestanding signs.
- Completed Planned Use Formatting Requirements (Pages 2-5).
- Completed Preliminary Site Plan Check Sheet.
- Completed Phase I Drainage Report Check Sheet.
- 1 copy of a written Narrative introducing the project and explaining the overall development plan proposed by the Planned Use including proposed uses, densities, open space areas, public land dedication areas, trails, public area landscaping, roadways, utility services, and other required improvements. Include analysis relating the preliminary site plan to the review and approval criteria set forth in this article.

Depending on the nature of the Planned Use, the following may be required at initial submittal as identified by the Director. The applicant will be informed of these requirements at the Pre-application Meeting.

- Submittal in CAD / GIS format as may be required by the City.
- 2 copies of Preliminary Utilities Studies and plans as may be required by the City.
- 2 copies of Preliminary Drainage Report as may be required by the City.
- 2 copies of a surrounding property planning information narrative. With each Preliminary Site Plan, the applicant shall provide necessary information requiring the planning and development of a logical sub-area surrounding the proposed site plan. The applicant must show to the City's satisfaction, that adequate provision has been made for the integrated traffic and utility system needs of the larger surrounding sub-area. The applicant must also show how the proposed project proposal will be compatible with the likely land use and design characteristics of the surrounding area. (Minimum of adjacent properties, larger area may be required depending on the project)
- Additional information as may be requested by the City including, but not limited to: traffic impact study, access management plan, geologic hazard study, wildlife impact report, historic inventory study, and data which estimates and documents how the project will affect population, employment, schools, parks, streets, utilities, public safety, and other City services.