

PLANNING AND COMMUNITY DEVELOPMENT

CMRS REQUIREMENTS

This checklist provides a general overview of required submittal items. Additional submittal standards, procedures, and technical requirements are contained within the County’s Land Development Code (LDC) and must also be met. The County reserves the right to request supplemental information, studies, or documents as needed to ensure compliance with applicable regulations and to adequately evaluate the proposed development.

SUBMITTAL CHECKLIST

LETTER OF INTENT

- Owner name and contact information for responsible party.
- Applicant name (if not owner) and contact information for responsible party.
- Property address.
- Property tax schedule number.
- Current zoning of the property.
- A discussion detailing the proposed request and how it meets the Land Development Code requirements or any applicable federal regulations.

SITE PLAN SUMMARY TABLE

- Owner name and contact information for responsible party.
- Applicant name (if not owner) and contact information for responsible party.
- Plan preparer name and contact information for responsible party.
- Property address.
- Property tax schedule number.

- Current zoning of the property.
- Legal description of the property.
- Lot or parcel size.

SITE PLAN DRAWING

- Date, north arrow and a graphic scale.
- Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.
- Location of property lines, right-of-way and all existing and proposed easements.
- Dimensions of all property lines.
- The building footprint for all structures depicted and labeled to include the proposed use(s), floor area, and height.
- Include dimensions measured from the property line to the outer edges of the building footprint.