

DEVELOPMENT PROCESS REQUIREMENTS CHECKLIST

DEVELOPMENT ASSISTANCE TEAM

Anticipated Occupancy Date _____

Construction Start Date _____

1. REZONING _____ YES ___ NO

Existing Zoning _____ Request Zoning _____

PRELIMINARY PLAN/PLAT _____ YES ___ NO

City Council Approval Date _____

P,Z, & ED Date _____

CPC Date _____

PRC Date _____

Application Date _____

FINAL PLAN _____ YES ___ NO

CPC Date _____

Application Date _____

2. FINAL PLAN _____ YES ___ NO

Plat Recorded Date _____

City Council Approval Date _____

P,Z, & ED Date _____

CPC Date _____

PRC Date _____

Application Date _____

3. GENERAL DEVELOPMENT REQUIREMENTS Y N

___ Record Information Certificate (Title Report) ___

___ Storm Drainage Study ___

___ Land Disturbance Permit (MDNR) ___

___ Land Disturbance Permit (PW) ___

___ MO Hwy Transportation Dept. Permit ___

___ Traffic Study ___

___ Siltation & Erosion Control Plan ___

___ Right-of-Way Dedication ___

___ Deeds of Release ___

Easement/Fair Disclosure ___

___ Private Restrictions ___

___ Parkland Dedication ___

___ Easement(s) ___

___ Public Improvements Permits ___

___ Streets ___

___ Sidewalks ___

___ Street Lights ___

___ Traffic Signals ___

___ Sanitary Sewers ___

___ Storm Sewers ___

___ Agreements ___

___ Deferral ___

___ Cooperative ___

___ Subordination ___

___ Impact Fee \$ ___

___ Other _____

4. LAND USE PLAN AMENDMENT _____ YES ___ NO

City Council Approval Date _____

P, Z, & ED Date _____

CPC Date _____

Application Date _____

5. VARIANCES or Approvals through BZA _____ YES ___ NO

BZA Hearing Date _____

Application Date _____

Zoning Determination _____

6. LOT SPLIT OR LOT COMBINATION _____ YES ___ NO

7. STREET OR ALLEY VACATION _____ YES ___ NO

8. WATER MAIN EXTENSION _____ YES ___ NO

Project Completion Date _____

Affidavit Returned & Main release for Tap _____ Date _____

Signed Contracts returned to Water Services _____ Date _____

Contracts written Date _____

Final Original drawing submitted _____ Date _____

First submittal of site plan Date _____

9. FIRE PROTECTION _____ YES ___ NO

___ Fire Hydrants (___ Private ___ Public)

(If Public contact Water Services)

___ Access Road

10. INDUSTRIAL WASTE WATER DISCHARGE Permit _____ YES ___ NO

11. AIR QUALITY permit _____ YES ___ NO

12. LANDMARKS COMMISSION _____ YES ___ NO

___ Certificate of Appropriateness (New Construction)

___ Certificate of Appropriateness (Demolition)

___ Eligibility Status

13. PARKLAND DEDICATION _____ YES ___ NO

___ P & R Board Resolution Date _____

___ Legal Description _____

___ Phase One Environmental _____

___ Money in lieu of land \$ _____

___ Aviation _____

14. BUILDING PERMIT(S) _____ YES ___ NO

___ Certificate of Occupancy Date _____

___ Full Building Permit Date _____

___ Shell permit Date _____

___ Footing & Foundation Permit Date _____

___ Grading Permit Date _____

___ Drawings Submitted Date _____

15. ENCROACHMENT ORDINANCE _____ YES ___ NO

16. AIRPORT HEIGHT ZONE VARIANCE _____ YES ___ NO

(SEE #5 BZA)

17. FLOOR PLAN CERTIFICATE _____ YES ___ NO

18. LEVEE DISTRICT APPROVAL _____ YES ___ NO

19. FEDERAK OR LOCAL ASSISTANCE

___ Tax Credits _____

___ Federal Funding _____

___ Relocation _____

___ TIF Project _____

___ LCRA Project _____

___ 353 Project _____

___ Port Authority _____

___ Other _____

ADDITIONAL REQUIREMENTS AND COMMENTS:

NOTE: THIS IS A GENERAL CHECKLIST AND SHOULD NOT BE CONSIDERED AS EXCLUSIVE