



Submittal requirements will vary based upon the project/scope of request. The following documents may be required:

- Filing Fee: None
- Narrative description of the request (1 paper copy). The narrative shall identify the following:
 - Scope of request
 - Pertinent information regarding the request
 - How the project meets the Town Codes/Town Guidelines/Town Variance Criteria
 - How the project meets the Town's long-range plans (such as the General Plan and/or Visually Significant Corridor Plan)
- Applicable plans and documents for staff review (1 paper copy), including but not limited to:
 - Site Plan
 - Legal Description
 - Gross and Net Acreage
 - Aerial Photo
 - ALTA Survey
 - Exterior Building Elevations/Details
 - Site Data (Square Footages, Floor Area Ratio, Lot Coverage, etc.)
 - Grading & Drainage Plan (Illustrate all washes including 5 equally spaced cross sections)
 - Parking/Traffic Study
 - Landscape Plan
 - Lighting Plan
 - Dedication of Right-of-Way
- Electronic copy of the narrative, site plan, and all other applicable plans/documents (in PDF format) on a USB flash drive/memory stick for staff to review for completeness.

The Town will keep all Pre-application material for not more than 6 months from receipt of Pre-application submittal. A new Pre-application shall be filed with the Town: (1) should the applicant not apply for the appropriate application process after completion of the Pre-application process within the above 6-month period or (2) other extenuating factors as determined by the Planning & Building Director that may affect the project.