

SUBMITTAL CHECKLIST FOR

DENSITY BONUS WAIVERS / INCENTIVES REQUEST

This checklist should be reviewed together with a Planner at the Permit Center and must be submitted with the application.

MINIMUM REQUIREMENTS: <u>THREE (3)</u> sets of the submittal materials	
	MASTER APPLICATION/ENVIRONMENTAL ASSESSMENT FORM
	PHOTOS - A minimum of 4 photos (varied angles) of the project site showing walls, trees, and existing structures. Indicate on the sewer map (labeling each photo) the direction from which each photo is taken.
	SITE PLAN (11X17) Please include the following on the Site Plan: a) Applicant's name, address & phone number. b) North arrow & drawing scale. c) Project Site Address d) Property Lines e) Internal & external rights-of-way f) Existing structures and their uses labeled g) Location of adjacent structures and uses labeled h) Proposed structures and their uses (use solid bold lines) i) Mature trees (4" or more in diameter) j) Yard dimensions k) Topography when applicable) l) Vicinity map showing 1/2 mile radius street system with project site highlighted (integrated at lower right hand corner of plan).
	<u>DENSITY BONUS WAIVER(S) REQUEST LETTER</u> A signed letter from the applicant to the Zoning Administrator detailing all density bonus incentives/waivers requested and how each waiver relates to the affordability of the project.
	COST PRO-FORMA A cost pro-forma shall be submitted that includes: a) Financial justification for EACH specific development incentive/waiver requested that clearly demonstrates how granting each individual waiver will make the project feasible. b) A cost comparison of the project without the requested incentives/waivers versus with the

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incentive/waivers.



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DENSITY BONUS WAIVERS / INCENTIVES REQUEST (continued)

ADDITIONAL ITEMS: Subject to pre-application review with a Planner	
	FLOOR PLANS
	ELEVATIONS
	ELEVATION SECTIONS
	<u>CALCULATIONS</u> Lot area, square footage, floor area ratio, lot coverage, average slope etc.
	LANDSCAPE PLAN
	GRANT DEED OR TITLE PAPERS Verifying ownership of property.