

SUBMITTAL CHECKLIST FOR

## PRELIMINARY PLAN CHECK - ZONING REVIEW

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

MINIMUM REQUIREMENTS:  THREE (3) sets of the submittal materials	
	MASTER APPLICATION
	ENVIRONMENTAL ASSESSMENT FORM  The Environmental Assessment Form shall be filled out completely, including the existing and proposed project matrices, and the Inclusionary Housing section (if applicable) detailing the breakdown of the types of affordable housing provided and how the Inclusionary Housing requirements are being met.
	PHOTOS - A minimum of 4 photos (varied angles) of the project site showing walls, trees, existing structures, and all existing buildings on adjacent properties within 15 feet of the shared property line. Indicate on the sewer map (labeling each photo) the direction from which each photo is taken.
	SITE PLAN (One full size and two 11X17) Please refer to the attached sheet entitled, "Submittal Items for City of Gardens Preliminary Plan Check."
ADDITIONAL ITEMS: Subject to pre-application review with a Planner	
	<b>GRANT DEED OR TITLE PAPERS</b> Verifying ownership of property.
DEVELOPMENT SCHEDULE	