

## REQUEST TO BE ADDED TO PLANNING AND ZONING COMMISSION AGENDA

### OFFICIAL USE

Meeting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date Request Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Received By: \_\_\_\_\_

### TYPE OF PLAN REVIEW

Concept Plan \_\_\_\_  
 Preliminary Site Plan \_\_\_\_  
 Final Plan Approval \_\_\_\_

**ALL REQUEST AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO DATE OF MEETING. ANY MISSING APPLICABLE DOCUMENTS FROM THE LIST BELOW WILL DISQUALIFY YOUR APPLICATION FROM BEING ADDED TO THE MEETING AGENDA.**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Name: \_\_\_\_\_

Name of Business / Development (if applicable) \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number (O) \_\_\_\_\_ (C) \_\_\_\_\_

Location of Property To Be Discussed: \_\_\_\_\_

Map/Parcel: \_\_\_\_\_ Lot(s) #: \_\_\_\_\_ Current Zoning Class.: \_\_\_\_\_

Subject To Be Presented (Must Be In Detail): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRIOR TO THIS REQUEST BEING ADDED TO THE AGENDA, THE FOLLOWING INFORMATION MUST ACCOMPANY THE APPLICATION AT THE TIME OF SUBMITTAL. ELECTRONIC PLANS ARE REQUIRED WHEN APPLICABLE IN PDF ACCOMPANIED WITH 5 PAPER COPIES. IF ARE PDF'S ARE NOT AVAILABE THEN SUBMIT NINE (9) PAPER COPIES OF THE PLAN WITH THE APPLICATION.**

1. **Current Certified Site Plan** – Must be prepared by Licensed Surveyor
  - A. The Site Plan **must show** the following (where applicable):
    1. All Existing Structures
    2. Any and All Proposed Construction
    3. Property Lines & Building Setbacks
    4. Dimensions from Proposed Construction to Setback and/or Property Line as Applicable
    5. Existing and/or proposed streets/driveway
    6. Underground Utilities
    7. Signs (if applicable) – Ref: Section 24 of Delmar Zoning Code Regs. – **Tenants shall provide written Approval from the legal Property Owner(s) on record.**
2. All applicable Floor Plans and Elevations (Notate applicable height restrictions on elevations)
3. Current Color Photographs or Renditions (As Needed)
4. **HOA-Subdivision Property Owners shall provide written clearance from the HOA for proposal.**

**ALL QUESTIONS SHOULD BE DIRECTED TO COMMUNITY DEVELOPMENT COORDINATOR (CDC) at (410) 896-2777 OR (302) 846-2664 Ext. 103**

(SEE THE BACK FOR ADDITIONAL REVIEW COMMENTS)

CODE ENFORCEMENT OFFICER:      Initials: \_\_\_\_\_ Date: \_\_\_\_\_

IDENTIFY ALL PERTINENT DOCUMENTATION NECESSARY TO ISSUE APPLICANT A PERMIT UPON COUNCIL/COMMISSION FINAL APPROVAL OF THE PROPOSAL.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Any other comments that would be of assistance to the P&Z Commission upon their review:

\_\_\_\_\_  
\_\_\_\_\_

COMMUNITY DEVELOPMENT COORDINATOR      Initials: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ (If not, why?) \_\_\_\_\_  
\_\_\_\_\_

1. Review the packet for completeness \_\_\_\_\_
2. Notify Applicant of any missing required or requested documents \_\_\_\_\_ Note: \_\_\_\_\_  
\_\_\_\_\_
3. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Submit packet to TMGR for Review: \_\_\_\_\_
5. Return complete Application Packet to Clerk of Council. \_\_\_\_\_
6. Provide follow-up results of the meeting to Applicant \_\_\_\_\_ cc Clerk of Council \_\_\_\_\_ ;  
Town Mgr. \_\_\_\_\_ ; Code Enforcement \_\_\_\_\_ ; Project File \_\_\_\_\_

TOWN MANAGER      Initials: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ (If not, why?) \_\_\_\_\_  
\_\_\_\_\_

1. EDU Capacity Yes: \_\_\_\_\_ No: \_\_\_\_\_ N/A \_\_\_\_\_
2. EDU Allocation: \_\_\_\_\_ EDU's
3. Public Works Agreement Required: Yes: \_\_\_\_\_ NO: \_\_\_\_\_ N/A \_\_\_\_\_
4. Additional Comments: \_\_\_\_\_

**STAFF REVIEW**

**CLERK OF COUNCIL:**

1. Collect Fees (If Applicable) \_\_\_\_\_
2. Submit Applicant Packet to CDC for Staff Review \_\_\_\_\_
3. Notify Applicant of Agenda Placement \_\_\_\_\_
4. Include in Mail Packet \_\_\_\_\_
5. Provide written follow-up results of the meeting to Applicant & Copy: CDC; COE, TMGR, COC File \_\_\_\_\_