



This is a sample checklist. City staff will provide a project-specific checklist during the Pre-Application Meeting.

Application Submittal Checklist

Project Type: _____

Date:	Project Address/Parcel ID #:					
Applicant Name:	Pre-Application Meeting Number:					
<ul style="list-style-type: none"> This checklist must accompany all initial land use applications in eTRAKiT Provide one (1) electronic copy of each required item in a searchable PDF format All files must use the following naming convention: Name of Document – Date (year-month-day); <i>Example: Narrative – 2021-10-01</i> 						
Required	Provided	Name of Document (description)				
✓		Application Fees (paid through eTRAKiT – electronic check or credit card; electronic check preferred)				
✓		Application - Completed				
✓		Letter of Authorization (Letter of Authorization from property owner)				
✓		Project Narrative (A summary of the project information including size, scale, timing, density, design, and compatibility with surrounding area. Also, which explains how the project meets the development code requirements and describes consistency with the Comprehensive Plan)				
✓		Title Commitment or Ownership & Encumbrances Report (current within 90 days)				
✓		Materials Board (electronic materials board)				
✓		Surveyor’s Closure Calculations (plats, rezonings, PUD’s)				
✓		Plan Set (see Application Requirements for project-specific requirements)				
✓		Neighborhood Outreach (summary of neighborhood meeting, copy of mailing list, copy of meeting notice letter)				
✓		Drainage Report	Conceptual	Preliminary	Final	Memo
✓		Traffic Impact Study	Conceptual	Preliminary	Final	Memo
✓		Hydraulic Analysis	Conceptual	Preliminary	Final	
✓		Geotechnical Report				
✓		Biological Report				
✓		Civil Construction Drawings (see requirements in Design Criteria and Construction Specification Manual Volumes I-III)				
✓		Landscape Plan				
		Additional materials may be required as part of the application review (examples: floor plans, parking study, noise study, shadow study, site impact analysis, site circulation exhibit, tenant roster, 3-D drawing of relevant block face context, annexation impact report)				
		Other:				