



PLANNING COMMISSION
 PROJECT DEVELOPMENT APPLICATION

SUBMITTAL REQUIREMENTS

** 1 hard copy of all materials for submittal + PDF copy on a USB thumb drive or CD (no multiple applications on one storage device)
 Fold hard copy submittals larger than 8½"x11"*

ADDRESS/LOCATION			
	TAX MAP:	GROUP:	PARCEL:
SUMMARY OF NATURE OF REQUEST AND WORK			

DATE OF PRE-APPLICATION CONFERENCE		<i>Pre-application meetings are scheduled for Wednesdays.</i>
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SELECT REQUEST	SUBMITTALS SHALL INCLUDE BUT NOT LIMITED TO:
<input type="checkbox"/> Annexation <input type="checkbox"/> Rezoning <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> PUD Preliminary Master Plan <input type="checkbox"/> PUD Final Site Plan <input type="checkbox"/> Multi-Family Site Plan <input type="checkbox"/> Other: <i>*File naming nomenclature examples: Freedom Point Site Plan Freedom Point Master Plan Freedom Point Final Plat</i>	<p><u>Annexations/Rezoning/PUD's:</u></p> <input type="checkbox"/> Written Legal Description copy <input type="checkbox"/> Requested Zone Listed <input type="checkbox"/> Compliance with Comprehensive Plan <input type="checkbox"/> Annexation Permission Form <input type="checkbox"/> Plans and/or Plats conforming to City standards with check list completed <input type="checkbox"/> Columbia Water System Availability Letter <p><u>Plats/PUDs:</u></p> <input type="checkbox"/> Project Name (include Sections & Phases) _____ <input type="checkbox"/> Total Number of Lots _____ <input type="checkbox"/> Total acreage _____

Applications and all required submittals must be filed with the Department of Development Services prior to the established deadline. Both the applicant and property owner (if different from applicant) must sign the application.

Any requests to defer or move the item to future meetings dates must be requested by the resubmittal date listed on the Planning Commission schedule.

APPLICANT

All communications go to the Applicant’s email that is provided.

NAME		PHONE	
ADDRESS		EMAIL	

PROPERTY OWNER NAME		PHONE	
ADDRESS		EMAIL	

In filling out this application, I attest that (1) I am familiar with the rules, regulations, and procedures of the City of Columbia & (2) all information contained herein is accurate & true to the best of my knowledge.

 APPLICANT NAME APPLICANT SIGNATURE DATE

 PROPERTY OWNER NAME PROPERTY OWNER SIGNATURE DATE

STAFF USE ONLY

DOCKET NO.		FEE PAID	
RECEIPT NO.		REQUESTED AGENDA	

DATE NOTICES SENT TO ADJACENT PROPERTY OWNERS	
DATE OF PUBLIC NOTICES IN DAILY HERALD	

BOARD ACTION	
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