



# Preliminary Development Plan "PDP"

## Submittal Requirements

**Project:**

**Pre-Application Meeting Date:**

**Applicants in Attendance:**

**Town Staff in Attendance:**

### First Submittal

Required by Town	Item	Quan	Comments
	Application Notebook	5	1 original, 4 copies
	Table of Contents	5	1 original, 4 copies
	Vicinity Map	5	For staff review
	Cost Agreement (Exhibit G)	7	1 original, 6 copies
	Development Application (Exhibit H)	5	1 original, 4 copies
	Fiscal Impact Analysis (Exhibit K)	5	For staff review
	Water Rights Questionnaire (Exhibit L)	5	For staff review
	Environmental Assessment	5	For staff review
	Legal Description / Lot Closures	5	For staff review
	Mineral Estate Owners List	5	For staff review
	Owners of Interest List	5	For staff review
	Surrounding Property Owners List	5	For staff review
	Tax Certificate	5	For staff review
	Title Commitment	5	For staff review
	Traffic Impact Study	5	For staff review
	Water Service Calculations	5	For staff review
	Soils Report	5	For staff review
	Drainage Report	5	For staff review
	Hydraulic Analysis	5	For staff review
	Mine Subsidence Report	5	For staff review
	Special District Inclusion Letters	5	For staff review
	CD containing entire submittal	5	For staff review
	Empty 3-Ring Notebook	1	To Planning Coordinator
	<b>Map Sheet Documents</b>		
	PDP Text and Map Sheet Sets (full size paper)	5	Place in or clip to each Notebook
	<b>Other Documents</b>		
	Preliminary Plat	5	See Preliminary Plat Submittal Requirements
	Preliminary Utility Plans	5	See PUP Submittal Requirements

### Notes

- 1 Notebook submittal includes a hard copy of all documents and sheet sets with one notebook labeled "Original" containing all original documents. A CD of all documents shall also be included.
- 2 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 3 If processing 2 or more types of applications concurrently, duplication of submittal items is not necessary.



# Preliminary Development Plan "PDP"

## Submittal Requirements

**Project:**

**Second Submittal**

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	14	For P&Z, in-house referrals & staff review
	Electronic Word version of PDP text (include on CD)	5	For staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	<b>Map Sheet Documents</b>		
	Revised PDP Text and Map Sheet Sets (full size pa	13	For P&Z & staff review
	<b>Other Documents</b>		
	Affidavit of Mailing-Referral Agencies (Exhibit X)	1	1 original
	Revised Preliminary Plat	5	See Preliminary Plat Submittal Requirements
	Revised Preliminary Utility Plans	5	See PUP Submittal Requirements

**Notes**

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 2 Referral Agency mailing shall include CD of sheet sets (plat, map, development plan), Town Application Form and a Vicinity Map to all noted Referral Agencies. (Fire District needs full size paper map set)
- 3 CD shall include individual electronic files of entire Application Notebook with files clearly labeled so that they are easy to identify.



# Preliminary Development Plan "PDP"

## Submittal Requirements

**Project:**

**Third Submittal**

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	13	For Town Board & staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	<b>Map Sheet Documents</b>		
	Revised PDP Text and Map Sheet Sets (full size pa	5	For staff review
	<b>Other Documents</b>		
	Revised Preliminary Plat	5	See Preliminary Plat Submittal Requirements
	Revised Preliminary Utility Plans	5	See PUP Submittal Requirements

**Notes**

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 2 CD shall include individual electronic files of entire Application Notebook with files clearly labeled so that they are easy to identify.



# Preliminary Development Plan "PDP"

## Submittal Requirements

**Project:**

**Fourth (Final) Submittal Documents**

Required by Town	Item	Quan	Comments
	<b><i>Map Sheet Documents</i></b>		
	Preliminary Development Plan (paper)	1	For permanent record
	<b><i>Other Documents</i></b>		
	Electronic Copy of all final documents	4	
	Revised Preliminary Utility Plans (paper)	1	See Preliminary Plat Submittal Requirements
	Revised Preliminary Plat (paper)	1	See PUP Submittal Requirements

**Notes**

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator.
  
- 2 If Conditions of Approval have been imposed by the Board, submit five (5) paper copies to the Planning Coordinator for staff review prior to submitting final paper copies for permanent record.



# Preliminary Plat "Pre.Platt"

## Submittal Requirements

**Project:**

**Pre-Application Meeting Date:**

**Applicants in Attendance:**

**Town Staff in Attendance:**

**First Submittal**

Required by Town	Item	Quan	Comments
	Application Notebook	5	1 original, 4 copies
	Table of Contents	5	1 original, 4 copies
	Vicinity Map	5	For staff review
	Cost Agreement (Exhibit G)	7	1 original, 6 copies
	Development Application (Exhibit H)	5	1 original, 4 copies
	Fiscal Impact Analysis (Exhibit K)	5	For staff review
	Water Rights Questionnaire (Exhibit L)	5	For staff review
	Environmental Assessment	5	For staff review
	Legal Description / Lot Closures	5	For staff review
	Mineral Estate Owners List	5	For staff review
	Owners of Interest List	5	For staff review
	Surrounding Property Owners List	5	For staff review
	Tax Certificate	5	For staff review
	Title Commitment	5	For staff review
	Traffic Impact Study	5	For staff review
	Water Service Calculations	5	For staff review
	Soils Report	5	For staff review
	Drainage Report	5	For staff review
	Hydraulic Analysis	5	For staff review
	Mine Subsidence Report	5	For staff review
	CD containing entire submittal	5	For staff review
	Empty 3-Ring Notebook	1	To Planning Coordinator
	<b>Map Sheet Documents</b>		
	Preliminary Plat (full size paper)	5	Place in or clip to each Notebook
	<b>Other Documents</b>		
	Preliminary Development Plan	5	See PDP Submittal Requirements
	Preliminary Utility Plans	5	See PUP Submittal Requirements

- Notes**
- Notebook submittal includes a hard copy of all documents and sheet sets with one notebook labeled "Original" containing all original documents. A CD of all documents shall also be included.
  - All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
  - If processing 2 or more types of applications concurrently, duplication of submittal items is not necessary.



# Preliminary Plat "Pre.Plat"

## Submittal Requirements

**Project:**

**Second Submittal**

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	14	For P&Z, in-house referrals & staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	<b>Map Sheet Documents</b>		
	Revised Preliminary Plat Sheet Sets (full size pape	13	For P&Z & staff review
	<b>Other Documents</b>		
	Affidavit of Mailing-Referral Agencies (Exhibit X)	1	1 original
	Revised Preliminary Development Plan	5	See PDP Submittal Requirements
	Revised Preliminary Utility Plans	5	See PUP Submittal Requirements

**Notes**

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 2 Referral Agency mailing shall include CD of sheet sets (plat, map, development plan), Town Application Form and a Vicinity Map to all noted Referral Agencies. (Fire District needs full size paper map set)
- 3 CD shall include individual electronic files of entire Application Notebook with files clearly labeled so that they are easy to identify.



# Preliminary Plat "Pre.Plat"

## Submittal Requirements

**Project:**

**Third Submittal**

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	13	For Town Board & staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	<b>Map Sheet Documents</b>		
	Revised Preliminary Plat Sheet Sets (full size pape	5	For staff review
	<b>Other Documents</b>		
	Revised Preliminary Development Plan	5	See PDP Submittal Requirements
	Revised Preliminary Utility Plans	5	See PUP Submittal Requirements

**Notes**

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 2 CD shall include individual electronic files of entire Application Notebook with files clearly labeled so that they are easy to identify.



# Preliminary Plat "Pre.Plat"

## Submittal Requirements

**Project:**

**Fourth (Final) Submittal Documents**

Required by Town	Item	Quan	Comments
	<b>Map Sheet Documents</b>		
	Preliminary Plat (paper)	1	For permanent record
	<b>Other Documents</b>		
	Electronic Copy of all final documents	4	
	Revised Preliminary Development Plan (paper)	1	See PDP Submittal Requirements
	Revised Preliminary Utility Plans (paper)	1	See PUP Submittal Requirements

**Notes**

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator.
  
- 2 If Conditions of Approval have been imposed by the Board, submit five (5) paper copies to the Planning Coordinator for staff review prior to submitting final paper copies for permanent record.



# Preliminary Utility Plans "PUP"

## Submittal Requirements

**Project:**

**Pre-Application Meeting Date:**

**Applicants in Attendance:**

**Town Staff in Attendance:**

### First Submittal

Required by Town	Item	Quan	Comments
	Application Notebook	5	1 original, 4 copies
	Table of Contents	5	1 original, 4 copies
	Vicinity Map	5	For staff review
	Cost Agreement (Exhibit G)	7	1 original, 6 copies
	Development Application (Exhibit H)	5	1 original, 4 copies
	Fiscal Impact Analysis (Exhibit K)	5	For staff review
	Water Rights Questionnaire (Exhibit L)	5	For staff review
	Environmental Assessment	5	For staff review
	Legal Description / Lot Closures	5	For staff review
	Mineral Estate Owners List	5	For staff review
	Owners of Interest List	5	For staff review
	Surrounding Property Owners List	5	For staff review
	Tax Certificate	5	For staff review
	Title Commitment	5	For staff review
	Traffic Impact Study	5	For staff review
	Water Service Calculations	5	For staff review
	Soils Report	5	For staff review
	Drainage Report	5	For staff review
	Hydraulic Analysis	5	For staff review
	Mine Subsidence Report	5	For staff review
	CD containing entire submittal	5	For staff review
	Empty 3-Ring Notebook	1	To Planning Coordinator
	<b>Map Sheet Documents</b>		
	Preliminary Utility Plans (full size paper)	5	Place in or clip to each Notebook
	<b>Other Documents</b>		
	Preliminary Development Plan	5	See PDP Submittal Requirements
	Preliminary Plat	5	See Pre.Plat Submittal Requirements

**Notes**

- 1 Notebook submittal includes a hard copy of all documents and sheet sets with one notebook labeled "Original" containing all original documents. A CD of all documents shall also be included.
- 2 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 3 If processing 2 or more types of applications concurrently, duplication of submittal items is not necessary.



# Preliminary Utility Plans "PUP"

## Submittal Requirements

**Project:**

**Second Submittal**

Required by Town	Item	Quan	Comments
	Applicant Response Comments	5	For staff review
	CD of revised complete application	14	For P&Z, in-house referrals & staff review
	Hard copy of any requested reports or documents	5	For staff review
	Hard copy of Revised Reports	2	For staff review
	Staff Redline Reports and Drawings	All	
	<b>Map Sheet Documents</b>		
	Revised Preliminary Utility Plans Sheet Sets (full si	2	For staff review
	<b>Other Documents</b>		
	Revised Preliminary Development Plan	5	See PDP Submittal Requirements
	Revised Preliminary Plat	5	See Pre.Plat Submittal Requirements

**Notes**

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 2 CD shall include individual electronic files of entire Application Notebook with files clearly labeled so that they are easy to identify.



# Preliminary Utility Plans "PUP"

## Submittal Requirements

**Project:**

**Third (Final) Submittal Documents - to be submitted with Final Paper Submittal**

Required by Town	Item	Quan	Comments
	<b>Map Sheet Documents</b>		
	Revised Preliminary Utility Plans Sheet Sets	3	Full size paper for permanent record
	<b>Other Documents</b>		
	Electronic Copy of all final documents	4	
	Revised Preliminary Development Plan (paper)	1	See PDP Submittal Requirements
	Revised Preliminary Plat (paper)	1	See Pre.Plat Submittal Requirements

**Notes**

- 1 All submittals and resubmittals shall be submitted to the Planning Coordinator. A copy will be provided to the Public Works Director, Town Attorney, Town Engineer & Town Planner.
- 2 CD shall include individual electronic files of entire Application Notebook with files clearly labeled so that they are easy to identify.