

**ITEMS REQUIRED FOR ALL APPLICATIONS**

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of application might require additional items, as specified on supplemental application forms. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

- Complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Plans must be: drawn to scale and fully dimensioned. Provide required number of copies of the following plans in the required sizes:

Plans	Letter Size (8.5" x 11")	Tabloid (11" x 17")	Full Size (24" x 36")	Digital (.dwg & pdf)
Site Plan (Existing and Proposed)				
Floor Plan(s) (Existing and Proposed)				
Roof Plans (Existing and Proposed)				
Elevations (All Sides, Existing and Proposed)				
Preliminary Grading & Drainage Plan (with elevation points on adjacent sites)				
Cross section showing building height, existing grade, and finished grade				
Landscape Plan (if applicable)				
Demolition Plan (if applicable)				
Photometric Plan (if applicable)				

- Current Title Report and legal description.
- Copy of the current owner’s recorded deed.
- Copy of Assessor’s Parcel Map.
- Documentation of recorded access to the subject property (unless abutting a public street), if not recorded with the current’s deed.
- Certificate of Compliance for Lot Line Adjustment Form (see attached)
  - A. Certificate of Compliance
  - B. Exhibit "A" Legal Description Prior to Lot Line Adjustment
  - C. Exhibit "B" Legal Description After Lot Line Adjustment
  - D. Exhibit "C" Owner’s Certification (Signed and notarized)
  - E. Exhibit "D" Plat of Property Showing the Lot Line Adjustment
- Traverse calculations and closures of parcel(s).
- Copy of underlying record map, parcel map or record of survey.
- Proposed grant deed and new legal descriptions, if necessary for conforming parcels.
- Submit sufficient evidence that affected parcels are legal, separate parcels.

