

Pre-Application Conference Application



City of La Center, Planning Services
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Electronic Requirements

Provide all materials on a CD or Flash Drive with all application materials as a **PDF** and a **word** version of the narrative. **Sent to Jessica via email.**

Written Requirements

Master Permit Application: Provide one copy of the Master Land Use Application with original signatures.

Checklist: Provide one copy of this completed checklist.

Written Narrative: Provide a detailed description of the proposed project including but not limited to the changes to the site, structures, landscaping, lighting, parking and use. In addition, please also address utility, frontage and transportation needs.

Plans and Graphics Requirements Provide Five (5) Copies of Scaled Plans (1' = 200 Feet & 8.5x11) the Following:

Dimensions & North Arrow

Site Boundary

Proposed Name of Project

Vicinity Map

Configuration & Dimension of all Proposed Lots & Tracts, Including Proposed Park/Open Space, Drainage Tracts or Easements, Topography, Grades Including the Maximum & Minimum Density Calculations

Location of Existing and Proposed Buildings & Structures

Proposed Uses of all Buildings **Residential subdivision. All buildings will be homes.**

N/A Height and Conceptual Appearance of Building Facades for all Building Structures **Not required for subdivision.**

N/A Location of Walls and Fences, Height and Construction Material

N/A General Location & Configuration of Proposed Landscaping

N/A Existing and Proposed Exterior Lighting

N/A Location and Layout of Off-Street Parking and Loading Facilities

Name, Location & Width of Existing & Proposed On-Site Streets and Roadway Easements

N/A Location & Width of Existing & Proposed On-Site Pedestrian & Bicycle Facilities

Location of Existing & Proposed Public & Private Utilities

Location, Types & Boundaries of Critical Areas, Buffers, Slopes & Archaeologically Significant Features

Questions:

Pre-Application conferences address issues related to landuse, building, engineering, fire and utilities. Please list specific questions or issues unique to your project that you would like to discuss at the conference.

Office Use Only

File # _____

Planner _____

Received By _____

Fees: \$ _____

Date Received: _____

Date Paid: _____

Procedure: Type I
 Type II
 Type III
 Type IV

Receipt # _____

Notes _____