

Land Use Petition Attachments Format Guidelines

Last Revised: 12/11/2015

A. Development Tables and Calculators (File 1-0)

The 1-0 Development Tables and Calculators is an excel worksheet which can be downloaded from the City's Website ([Click Here](#)). The excel worksheet should be completed in full and the individual worksheets printed off and submitted as requested.

Section One: Format of the Document

1. An Excel Document digital file of Development Tables and Calculators provided on a CD along with any other submittal documents.
2. A paper copy – 8.5" x 11" in size and a PDF digital file of each worksheet as requested on a CD along with any other submittal documents.

B. Legal Description of Development Parcels

The Legal Description of a parcel describes the physical features of the local geography, along with directions and distances, to define and describe the boundaries of a parcel of land. The boundaries may be described in a running prose style, working around the parcel in sequence, from a point of beginning, returning to the same point. It may include references to other adjoining parcels.

Section One: Format of the Document

1. A paper copy – 8.5" x 11" in size.
2. A Word Document digital file – provided on a CD along with any other submittal documents.

C. Plat of Survey

The Plat of Survey is a map identifying the boundaries, easements, flood zones, roadway, and access rights of way of a parcel. It is the legal description of a specific piece of real property and is required if land is to be subdivided for building homes, creating parks, and setting aside rights of way.

Section One: Format of the Document

1. A paper copy of each – 24" x 36" in size.
2. A PDF digital file of each – provided on a CD along with any other submittal documents.

D. Qualifying Statement

The Qualifying Statement for a Land Use Petition is a brief narrative of the proposal, which includes a concise but thorough overall description of the proposed development project, specific details of the proposal (e.g. types of uses, number of units, variances requested) and information on how the proposal relates to the following standards:

- a) The public health, safety, morals, comfort or general welfare
- b) The use and enjoyment of other property already established or permitted in the general area
- c) Property values within the neighborhood
- d) The normal and orderly development and improvement of surrounding property for uses established or permitted within their respective existing zoning districts
- e) Utilities, access roads, drainage and/or other necessary facilities
- f) Ingress and egress as it relates to traffic congestion in the public streets
- g) The applicable regulations of the zoning district in which the subject property is proposed to be or is located

- h) A bullet point list of any variances, modifications or exceptions that you are seeking from the City's Codes and Ordinances.

Section One: Format of the Document

1. A paper copy – 8.5” x 11” in size.
2. A PDF digital file – provided on a CD along with any other submittal documents.

E. CC and Rs (Covenants, Conditions and Restrictions) or Lease Restrictions

The CC and Rs or covenants, conditions and restrictions are written rules, limitations and restrictions on use, mutually agreed to by all owners of homes in a subdivision or condominium complex. Lease Restrictions are similar limitations or restrictions sometimes placed on retail property in shopping centers or strip centers. Any existing or proposed CC and Rs or Lease Restrictions should be included (a recorded copy if applicable) with the Land Use Petition.

Section One: Format of the Document

1. A paper copy of each – 8.5” x 11” in size.
2. A PDF digital file – provided on a CD along with any other submittal documents.