

REQUEST TO BE ON TOWN OF WARREN PLANNING COMMISSION AGENDA

Dated: _____ Clerk Received: _____
Property Located At: _____
Legal Description: _____
For the following reason: _____

Name: _____ Contact Person: _____
Address: _____ Email: _____ Phone: _____

Minimum of 10 business days notice to be put on Agenda to allow Members, Engineers & Attorneys sufficient time for review. Attendance recommended at the meeting to answer questions. Regular Plan Commission meetings are the 1st Monday of every month. Special Plan Commission Meeting is \$250.

- Site Fees (two) Planning Commission Agendas, Add'l meetings require second fee –**
- Concept - \$225 Major and \$50/lot for minor
 - CSM or preliminary plat, Major - \$500 + fees
 - CSM and Preliminary Plat Minor - \$300 + fees
 - Final Plat - \$200 + fees
 - Conditional Use Permit - \$350
 - Variance Reviews - \$350

Submit **ten copies of map(s)** (7 Planning Commission, 1-Clerk, 1-Attorney, 1-Engineer); Must be no larger than 11X17, **partial information will not be accepted.**

All maps should include:

- Site Plan
- Setbacks (front, side and back yards) prior to building permit
- Easements (utilities, rights of ways, access easements, drainage easements, etc...)
- Non-buildable Out-lots
- Grading plan
- Septic and wells including alternate site for septic
- Driveway access, shared driveways
- Net building areas
- 200 foot overview of surrounding plats or properties adjacent to site

Some Maps may require:

- Ghost platting
- Constructed waterways
- Retention ponds (slopes, specifications, and engineering as built)
- Lighting plans
- Parking, fencing, berms-plantings (special exceptions)
- 20% or grater slopes (Upland conservancy)
- Lowland wetland areas (Lowland conservancy)
- Elevation and grading plans (exhibits to elevation ordinance or builders agreement)
- Drainage Easement and Stormwater Management Maintenance Agreement

Escrow Fees shall be deposited per 14-1-90, Minor = \$300 + expenses, Major = \$1,000/5 lots max of \$5,000 + expenses

See Ordinance Title 14, Subdivision Regulations, for complete information on fees and other requirements. Impact fees are due prior to issuing of building permit for new development. Additional information may be needed.

Applicant(s) Signature(s): _____

Town of Warren
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