

**PLANNING COMMISSION
MANUAL OF APPLICANT PROCEDURE**

Rule 1. (Adopted 07-02-01) (Amended 10-30-01) (Amended 7-05-05)

For an item to be placed on the Planning Commission Agenda, ten (10) copies of all paperwork, including required documents, must be received prior to the close of business on the fourteenth (14th) day prior to a Planning Commission Meeting.

Rule 2. Check List - Applicant Procedure. (Adopted 10-02-01)

Each application for a building permit for new construction, remodeling, or a change in floor plan or for a change in use permit or a change in the parking requirements shall be reviewed by the planning commission. Review and approval of general maintenance, repair and upkeep of structural and mechanical elements shall not require review and approval by the planning commission and the town council respectively. The application shall be accompanied by the following:

- (1) A development plan of the proposed development at a scale of not less than one inch equaling 100 feet showing:
 - a. The location and size of the site;
 - b. The dimensions of the property;
 - c. The location and proposed use of the buildings and their general exterior dimensions;
 - d. A traffic, parking, and circulation plan showing proposed locations, arrangements, number and dimensions of parking spaces, loading area, and ingress and egress to and from adjacent streets;
 - e. The proposed locations and materials to be used for screening;
 - f. A title showing the names of the developers, the date, scale of plan, and the name of the individual or firm preparing the plan;
 - g. Landscape plan;
 - h. Description of construction material, especially roofing and exterior siding;
 - i. Elevation drawings (all sides unless identical) and floor plan.
- (2) A statement, to be filed with the building official; indicating readiness and willingness to proceed with construction of the proposed development within one year from the date the proposal is approved.
- (3) PUD requires project concept plan and how does it impact the total PUD.

Rule 3. (Adopted 10-30-01)

When someone speaks in the meeting they are to rise, identify themselves by name, residence, their purpose for being at the meeting and then speak.