



**Planning Division**

**COUNCIL REVIEW  
Application Checklist**

Project name:	File #:
Applicant/agent:	

All applications are required to contain one copy of the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Development Review Application	
	Recorded warranty deed for the subject property	
	Narrative fully describing the proposed request, including but not limited to the following: <ul style="list-style-type: none"> <li>➤ Address who the affected party is and how they are affected</li> <li>➤ Describe the decision that is requested to be reviewed by City Council</li> <li>➤ Include file numbers of any and all applications that are relevant to this request</li> <li>➤ Any information that supports this request</li> </ul>	
	Scaled vicinity map showing the location of the subject property	
	Commitment of Property Posting form signed by the applicant/agent	
	Fee	

*All requests for City Council review of the Director’s decision or Commission action must be filed within 15 days of the date of the letter issued by the Administrator of the decision.*

***THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE (NOR WILL A PUBLIC HEARING BE SET) UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.***

## COMMITMENT OF PROPERTY POSTING

Per Unified Development Code (UDC) 11-5A-5D, the applicant for all applications requiring a public hearing (except for a UDC text amendment, a Comprehensive Plan text amendment and/or vacations) shall post the subject property not less than ten (10) days prior to the hearing. The applicant shall post a copy of the public hearing notice of the application(s) on the property under consideration.

The applicant shall submit proof of property posting in the form of a notarized statement and a photograph of the posting to the City no later than seven (7) days prior to the public hearing attesting to where and when the sign(s) were posted. Unless such Certificate is received by the required date, the hearing will be continued.

The sign(s) shall be removed no later than three (3) days after the end of the public hearing for which the sign(s) had been posted.

I am aware of the above requirements and will comply with the posting requirements as stated in UDC 11-5A-5.

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Applicant/agent signature

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Date