

# APPLICATION REQUIREMENTS



## Preservation Easement Adjustment

**REVIEW CRITERIA:** Preservation area boundaries platted in accord with Chapter 7, Article 7, Part 3 may be amended under this provision. Major or minor boundary amendments to "preservation areas" may be submitted for review in accord with the standards established in this section. The purpose and intent of this process is to implement the hillside overlay in the zone district.

**SUBMITTAL CHECKLIST:** The following items will need to be included in any submittal.

Applicant

Planner

A **Project Statement** identifying the following:

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| <input type="checkbox"/> | 1. A clear description of the proposed Preservation Area/Easement Adjustment; and  | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. A justification based on the review criteria addressing why the proposed preservation easement adjustment should be approved. | <input type="checkbox"/> |

A **Legal Description** of the proposed project. Subdivision names must be as shown on the recorded plat and include the

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| <input type="checkbox"/> | Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds. Easements not on the parcel should not be included. | <input type="checkbox"/> |
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| <input type="checkbox"/> | A <b>Vicinity Map</b> showing the parcel outlined with the adjacent streets within the neighborhood noted on a separate 8 1/2" x 11" page | <input type="checkbox"/> |
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| <input type="checkbox"/> | Provide <b>Authorization</b> from the property owner, which authorizes the submittal of the application. | <input type="checkbox"/> |
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| <input type="checkbox"/> | 6 copies of a <b>Site Plan</b> showing all "Plan Content Requirements" below | <input type="checkbox"/> |
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| <input type="checkbox"/> | 1 copy of a <b>Black Line</b> of the proposed plan, reduced to 11" x 17", or a <b>.pdf</b> | <input type="checkbox"/> |
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**PLAN CONTENT REQUIREMENTS:** The content of the site plan must include the following information.

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| <input type="checkbox"/> | Registered Land Surveyor Certification | <input type="checkbox"/> |
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| <input type="checkbox"/> | All existing lot and block number(s) with the appropriate Subdivision Name and the book and page or reception number of the recorded plat. | <input type="checkbox"/> |
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| <input type="checkbox"/> | All existing preservation area/easement boundaries shown as <b>dashed</b> lines | <input type="checkbox"/> |
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| <input type="checkbox"/> | All proposed preservation area/easement boundaries shown as <b>solid</b> lines | <input type="checkbox"/> |
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| <input type="checkbox"/> | Location, names and right-of-way widths for all adjacent streets and alleys | <input type="checkbox"/> |
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| <input type="checkbox"/> | Location of all existing easements with dimensions | <input type="checkbox"/> |
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| <input type="checkbox"/> | Existing topography with two foot (2') contour intervals | <input type="checkbox"/> |
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| <input type="checkbox"/> | Location, size and species of all existing natural vegetation on the lot | <input type="checkbox"/> |
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| <input type="checkbox"/> | Property Owner's name, address and telephone number | <input type="checkbox"/> |
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| <input type="checkbox"/> | North arrow and indication of scale (numeric and bar); minimum acceptable scale is 1" = 20' | <input type="checkbox"/> |
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| <input type="checkbox"/> | Legal description of each lot involved | <input type="checkbox"/> |
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| <input type="checkbox"/> | Property lines and dimensions | <input type="checkbox"/> |
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| <input type="checkbox"/> | Distance of all existing, new and/or expansions of structures including retaining walls and fences to property lines | <input type="checkbox"/> |
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| <input type="checkbox"/> | Location and dimensions of predetermined building envelopes | <input type="checkbox"/> |
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| <input type="checkbox"/> | Location, dimensions, type, height of existing and proposed structures | <input type="checkbox"/> |
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| <input type="checkbox"/> | Indicate all proposed significant natural features that will be protected during construction, preserved after construction and all of the features that will be removed | <input type="checkbox"/> |
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| <input type="checkbox"/> | Indicate the location, size and type of all existing significant natural features, including excessive slopes of 25% or greater, ridgelines, bluffs, rock formations, vegetation, natural streams and drainageways and limiting natural and geologic conditions. | <input type="checkbox"/> |
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