



Due 15 days prior to scheduled Planning Commission meeting

MASTER DESIGN PLAN SUBMITTAL CHECK LIST

Name of Development: _____

Location _____ Zoning District: _____

Name and Address of Owner of Record

Tax Map & Parcel Number(s) _____

Engineer/Designer _____

Contact Number _____

Date submitted for approval _____ Fee due \$ _____

The following items should be included on the Master Design Plan document:

CHECKLIST: FAILURE TO CHECK OR INDICATE N/A SHALL RESULT IN APPLICATION BEING REJECTED

- _____ Eleven (11) copies submitted 15 days prior to Planning Commission.
 - _____ The subdivision's name and location.
 - _____ The name(s), address(es) and phone number(s) of owner/ owner(s) and of the designer of the Master Design Plan.
 - _____ Date, approximate north point, and graphic scale.
 - _____ The location of existing property lines, streets, buildings, bridges, rights-of-way and easements and drainage ditches.
 - _____ The location, dimensions and names of proposed streets, alleys and lots.
 - _____ Present zoning classification both on lot to be subdivided and adjoining land.
 - _____ The area of the smallest, largest and average lot.
 - _____ The acreage of the land to be subdivided.
 - _____ Location map showing the relationship of the subdivision site to the applicable vicinity of the City.
- In addition to the required information, the following information, though not required, would assist in design review and would help avoid later redesign and engineering expense:
- _____ Contours at vertical intervals of not more than five (5) feet.
 - _____ Location and line size of closest existing water and sewer lines.
 - _____ Tax map and parcel number reference for subject property.
 - _____ Digital Flood Insurance Rate Map references for subject property.

Note: This application form is designed to give the applicant general guidelines to the submission process; however, the applicant is responsible for all requirements detailed in the municipal zoning and municipal/regional subdivision regulations of the City of McKenzie.