



## Application for CSM Review

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Address (Es): \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Current/Most Recent Property Use: \_\_\_\_\_

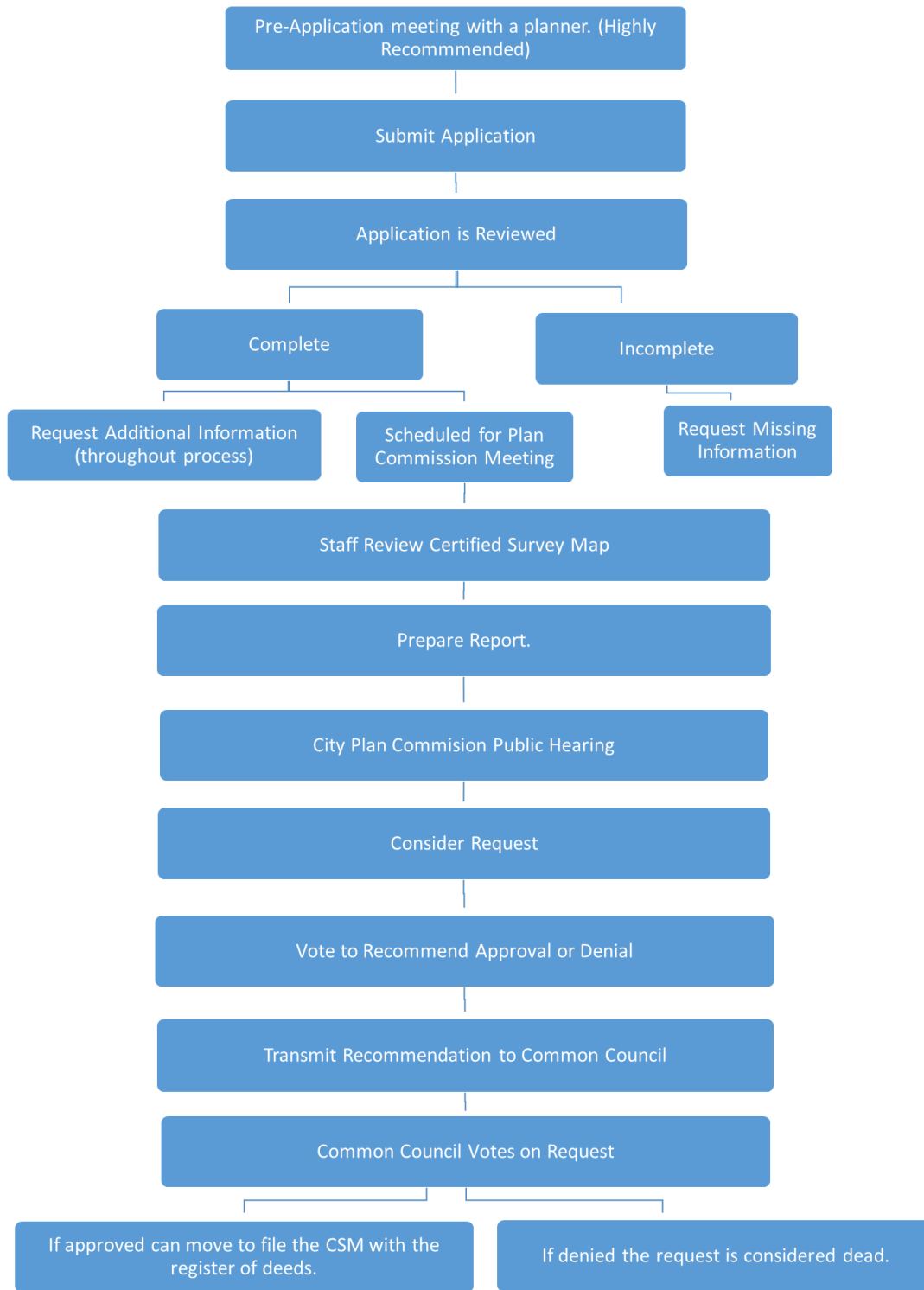
Proposed Use: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## Application Review Process





If the required supplemental materials, which constitute a completed application, are not submitted, the application will not be processed.

**Required Submittal Format**

1. An electronic submission via email/USB drive/CD/Download link; and
2. One (1) paper copy, no larger than 11” x 17” size.

Required Submittal Item	Applicant Submitted	City Received
1. CSM Review Application		
2. Written description of why lots are being divided.		
3. Zoning Analysis Table (per lot) <ol style="list-style-type: none"> <li>a. Land area (in acres and square feet)</li> <li>b. Building area (in square feet)</li> <li>c. Setbacks (required yards in feet)</li> <li>d. Floor Area Ratio (building area divided by lot area)</li> <li>e. Lot Coverage (building footprint divided by lot area)</li> <li>f. Percentage of greenspace (landscaped areas divided by lot area)</li> <li>g. Details of existing parking areas</li> </ol>		
4. Engineering Plan <ol style="list-style-type: none"> <li>a. Stormwater Plan (Drainage pattern, flow, detention)</li> <li>b. Existing and proposed roadway and access configurations</li> <li>c. Cross access</li> </ol>		
5. Full Size CSM Drawings (3)		
6. Review Fee		

**Acknowledgement and authorization signatures**

The approval may contain conditions related to the plat document itself or other technical discrepancies not addressed by the submittal. Any condition of approval must be adhered to if the City is to execute the plat document prior to recording.

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application.

Owner Signature (acknowledgement and authorization): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature (acknowledgement): \_\_\_\_\_ Date: \_\_\_\_\_

