

CITY OF TAWAS CITY CHECKLIST FOR PLANNING APPLICATION

In an effort to expeditiously process requests by the City Staff, Consultants, or Planning Commission it is necessary to provide the following information:

- _____ 1. Complete application in its entirety (All information must be provided and application signed by all owners and applicants)
- _____ 2. Pay application fee \$180.00.
- _____ 3. Pay deposit fee \$320.00
- _____ 4. Show proposed additions or structure locations.
- _____ 5. Provide accurate and complete legal description of the site.
- _____ 6. A vicinity map identifying the exact location of the site in question.
- _____ 7. A survey or fully dimensioned 11" X 17" (preferred) site plan of the site in question. Include the following:
 - a. north arrow
 - b. scale 1" = 100' min.
 - c. existing roads (include names)
 - d. existing easements
 - e. all existing on site buildings
 - f. all property lines - clearly defined
 - g. zoning of adjacent property & building locations
 - h. location of ditches or ponds on site
 - i. names and addresses of persons preparing drawing
 - j. any unusual topographic features
 - k. setbacks from property lines and adjacent building's
- _____ 8. Provide a written narrative explaining your request & proposed USE (Be Specific)
- _____ 9. Copy of Picture ID

The above list of information must be submitted to the City Clerk's office at least 15 days prior to the meeting.

The following list of documents are recommended but not required for Board and staff review:

- A. A certified plat of site (where applicable).
- B. A topographic map of the site.
- C. An aerial photograph of the site.