



City of Sunset Hills - Planning & Zoning Department

Concept Plan Submittal Checklist

The items in the checklist below must be submitted prior to the submittal deadline for Planning & Zoning consideration. Missing items by the submission deadline will delay the process until the following month.

Development Name: _____ Date: _____

Development Address(s): _____

Area of Tract: _____ Number of Proposed Buildings: _____

Current Zone: _____ Proposed Zone: _____

Developer Name: _____ Engineering Firm: _____

Attention: _____ Attention: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Property Interest of Applicant: () Owner () Contract Purchaser () Other _____

Petitioner Input		Staff Notes
Item	Included (X)	
The location of the tracts in relation to the surrounding area.		
The approximate location of all existing structures within the tract proposed to be retained and wooded areas within the tract or within two hundred feet (200') of the tract.		
The names of the owners of all the property adjoining the tract as disclosed by the most recent assessor's record.		
All existing streets, roads, wet and dry weather watercourses, and other significant physical features within the tract and within five hundred feet (500') of the tract.		
Approximate location of proposed streets and property lines.		
Direction of and approximate distance to nearest elementary and high school.		
A sketch of proposed site plan.		
A north arrow and graphic scale.		
Direction of and approximate distance to nearest existing major street intersections.		
Approximate location of any historical building within the boundaries of the tract.		
Intended method for processing sanitary waste.		