



**APPLICATION CHECKLIST  
AMENDMENT  
CONDITIONAL OR INTERIM USE PERMIT  
ADMINISTRATIVE PERMIT  
SITE AND BUILDING PLAN REVIEW  
VARIANCE**

The following is a checklist of background information and submission requirements for the processing of applications for Comprehensive Plan amendments, Ordinance amendments, conditional use permits, interim use permits, administrative permits, site and building plan review and variance requests. All of the information listed below is required to be submitted with the official application form and fees unless specifically excluded by the Zoning Administrator. Should there be an item that is not included with the application, a detailed written explanation should be made outlining the reason for the omission.

City Staff will also utilize this form as a checklist in reviewing the submitted application. The decision on whether an application is complete for review will be made by the Zoning Administrator within fifteen (15) days from the date the request is filled. If an application is found to be incomplete, the applicant will be notified in writing by the Zoning Administrator stating that the application is incomplete and the necessary information that must be provided before the City will process the application. The authority to approve or deny an application is that of Otsego City Council, unless otherwise specified. Failure to provide all necessary information required or requested by the City may be cause for the City Council to deny the application.

	Compliance	
	Yes	No
<b>PROCEDURES</b>		
Review the appropriate sections of the Otsego Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance and Engineering Manual, City Code or other Policies, as applicable.		
Meet with City Staff to discuss development proposal.		
File application form, all required information and pay review fee and escrows.		
<b>SUBMISSION REQUIREMENTS</b>		
Proof of title and contract/purchase agreement and property owner signature on the application form when applicable.		
Certification of taxes paid.		
Three (3) large scale (22' x 34") <i>FOLDED</i> copies and one (1) reduced scale (11" x 17") copy, and an electronic file transfer of detailed written materials, plans and specifications to include the following information:		
1. Certificate of Survey prepared by a licensed land surveyor identifying the following:		

		Compliance	
		Yes	No
a.	Scale (engineering only) at not larger than one (1) inch equals fifty (50) feet.		
b.	North point indication.		
c.	Existing boundaries with lot dimension and lot area.		
d.	Existing buildings structures and improvements.		
e.	Easements of record.		
f.	Ponds, lakes springs, rivers or other water bodies, on bordering or running through the subject property.		
g.	All encroachments.		
h.	Legal description (including electronic .doc format)		
2.	Site Plan using the certificate of survey as a base depicting the following:		
a.	Name of project or development.		
b.	Name and address of developer and/or owner.		
c.	Name and address of engineer/architect/designer.		
d.	Date of preparation and any subsequent revisions.		
e.	All proposed improvements, including:		
(1)	Required and proposed setbacks.		
(2)	Location, setback and dimensions of all proposed buildings and structures.		
(3)	Location of all adjacent buildings and structures within three hundred fifty (350) feet of the exterior boundaries of the subject property.		
(4)	Location, number, dimensions of all proposed parking stalls, loading areas and drive aisles.		
(5)	Location, width and setbacks of all proposed street accesses and driveways.		
(6)	Location, width and setbacks of all proposed sidewalks, walkways and trails.		
(7)	Location and type of all proposed lighting, including fixture details.		
(8)	Provisions for storage and disposal of waste, garbage and recyclables, including details for enclosing and screening exterior containers.		

		Compliance	
		Yes	No
	(9a) Location, sizing and type of water and sewer system mains and proposed service connections; or,		
	(9b) Location and size of proposed primary and secondary on-site treatment systems, when allowed.		
3.	Grading Plan using the current certificate of survey as a base depicting the following:		
	a. Existing contours at two (2) foot intervals.		
	b. Proposed grade elevations at two (2) foot maximum intervals.		
	c. Drainage plan, including the configuration of drainage areas and calculations.		
	d. Storm sewer, catch basins, invert elevations, type of castings and type of materials (Refer to Engineering Manual for City standards).		
	e. Spot elevations.		
	f. Surface water ponding and treatment areas.		
	g. Erosion control measures.		
4.	Landscaping Plan using the current certificate of survey as a base depicting the following:		
	a. Planting schedule including:		
	(1) Symbols.		
	(2) Quantities.		
	(3) Common and botanical names.		
	(4) Sizes of plant materials.		
	(5) Root specification (bare root, balled/burlapped, potted, etc.).		
	(6) Special installation instructions.		
	b. Location, type and size of all significant trees to be removed or preserved.		
	c. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).		
	d. Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas and the like.		
	e. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials to be used.		

		Compliance	
		Yes	No
f.	Delineation of both sodded and seeded areas with respective areas measured in square feet.		
g.	Coverage plan for underground irrigation systems, if any.		
h.	Where landscaping or man-made materials are used to provide screening from adjacent properties, a cross section shall be provided showing the perspective of the site from neighboring properties at the property line elevation.		
i.	Other existing or proposed conditions that could be anticipated to affect landscaping.		
5.	Other plans and information as may be required by the Zoning Administrator including (but not limited to) the following:		
a.	Architectural elevations of all principal and accessory buildings and structures (type, color and materials uses in all exterior surfaces).		
b.	Typical floor plan and typical room plan drawn to scale with a summary of square footage by use or activity.		
c.	Extent of and any proposed modifications to land within the S, W, FP or WS Districts established by Chapter 50 of the Zoning Ordinance.		
d.	Location, type and size (area and height) of all signs to be erected upon the subject property.		
e.	Vicinity map showing the subject property in relation to nearby highways or major street intersections.		
f.	Photometric lighting plans.		
g.	Sound source control plan.		
h.	Fire protection plan.		
i.	Proposed protective covenants or private restrictions.		