

DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

Developer: _____ Date: ____ / ____ / ____
Address _____ Office: _____
_____ Fax: _____
Subdivision: _____

SUBDIVISION CONCEPTUAL PLAN:

(1) _____ Submit three (3) 11" x 17" drawings with all required information as listed (if this information is not on the plans then you will not be moved forward to the proceeding public meeting in the subdivision process):

(A) The following shown on the plan sheets:

- The date, north arrow, a written and graphic scale
- Name and contact information of developer and engineer
- Any existing street names with coordinates
- Total property acreage, number of lots, lot dimensions, and area of each lot
- An accurate map or aerial photo showing development boundaries, topography, adjacent properties, recreational integrals and trail connections, important physical features to include natural vegetation, ponds, streams and ditches, wildlife habitats, view sheds and green spaces and the concept of the proposed subdivision. (Where trees, groves, waterways, scenic points, historic spots or other City assets and landmarks, as determined by the City, are located within a proposed subdivision, every possible means shall be provided to preserve these features).
- Any existing buildings and their locations in relation to existing or proposed street
- Location and dimensions of proposed sites to be dedicated or reserved for open space or recreational use
- Cross sections of proposed right-of-ways

(B) The following information is required to be submitted or completed prior to applying for the Development Review Committee meeting:

- All property owners within 500' of the proposed subdivision shall be notified prior to presentation of the concept plan to the Development Review Committee. Applicants are required to provide the City with pre-addressed labels of all real property owners within 500 feet of the proposed property to be taken from the most current County Assessor's roll prior to the scheduled planning meeting. The notice shall request any concerns from the adjacent property owners shall be in writing and delivered in person or by mail to the City of Highland within two weeks after receiving the notice.
- The applicant shall place a sign for public notice on the property to be developed prior to the Development Review Committee Meeting. The sign shall be constructed to city specifications and shall state "Public Notice" with a paragraph stating in detail the proposed change in land use for the property in question and contact information.