

# SUMMIT COUNTY PLANNING DEPARTMENT

## SUBMITTAL REQUIREMENTS FOR RENEWALS



### CLASS 2 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 2 development review application for a renewal, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

✓ When required (Office use only)	✓ When submitted (Office use only)	
		<b>A. Written Material</b>
		1. <b>Application Form:</b> Attached to the packet.
		2. <b>Letter from Property Owner(s):</b> Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a zoning amendment.
		3. <b>Legal Description and Acreage:</b> If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		4. <b>Project Narrative:</b> <input type="checkbox"/> Description of why the renewal is being requested.
		5. <b>Criteria for Decision Statement:</b> Statement of how the required criteria for decision can be met.
		<b>B. Other Materials</b>
		1. <b>Development Review Processing Fee:</b> Required fee (payable to Summit County Government).
		2. Number of Copies Required: <input type="checkbox"/> ___ copies of stapled packets of the graphic material, in the scale as outlined above at 24” x 36” in size, <b>folded to 8½”x11”</b> . <input type="checkbox"/> ___ copies of stapled packets of the graphic material that are scalable at 11” x 17” in size, <b>folded to 8½”x11”</b> . <input type="checkbox"/> ___ copies of the written materials. <input type="checkbox"/> Individual PDF’s of each item required as part of the submittal, separated and labeled according to the submittal requirements.
		3. The Planning Department may require you to submit additional information needed for review of your application.

I, \_\_\_\_\_ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Renewal Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated “As Required” on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: \_\_\_\_\_ Planner's Signature: \_\_\_\_\_