



Checklist

____ Signed and notarized signature of property owner. All materials and information as specified in this checklist are required. Zoning application requirements are covered in Article 13 of the Roswell Unified Development Code.

____ **Surveys/Plans: Digital submission of each item as a separate PDF is required.**

____ Application fee(s) payable to the City of Roswell;

____ Written analysis of how the proposed action compares to the decision criteria specified for deciding on the subject type of application. See Analysis Requirements Questions in the Zoning application. Complete Concurrent Variance Justification, if required, for Concurrent Variance.

____ Signed Applicant Campaign Disclosure Statement;

____ Legal description of subject property;

____ Letter of intent describing the proposed use of the property or other action requested;

____ A Traffic Impact Study may be required, if determined to be required, it must be a part of the application at the time of submittal

____ Steep Slopes Analysis, if required; if determined to be required, it must be a part of the application at the time of submittal;

____ Proof of Stormwater Concept Meeting – this must be submitted with the application at the time of submittal;

____ Survey plat of property sealed by the surveyor showing ALL of the following:

- Property bearings and distances;
- Abutting property owners including across streets;
- The zoning of abutting property;
- The current zoning of subject property;
- The change in zoning requested;
- The proposed use of property;
- Special conditions made part of the request;
- Other information as required by the Planning & Zoning Director

____ Site Plan of the property drawn at an appropriate engineering scale with information on the proposed use and improvements including ALL of the following:

- Property lines; Existing and proposed buildings and structures;
- Parking and internal circulation;
- Screening walls, fences and easements;
- Landscaping and buffers, including tree survey and tree protection;
- Preliminary grading and drainage (conceptual);
- Proposed locations of retaining walls and estimated wall height;
- Provisions for outdoor lighting (See Article 10.4);
- Other information as required by the Zoning Director

____ A Development Statistics Summary Chart with percent (%) coverage including:

- Maximum and proposed height of any structure;
- Maximum and proposed gross sq. footage of the building area (non-residential only);
- Maximum and proposed number of dwelling units, and minimum; and proposed square footage of heated floor area for any dwelling unit (residential only);
- Area of site (total acres or sq. feet = 100%);
- Proposed lot coverage of building area (square feet and %);
- Proposed square footage of landscaped area (square feet and %);
- Proposed impervious surface (square feet and %);
- Existing and proposed parking spaces (number and %);
- Flood plain (sq. feet and %);
- Undeveloped and/or open space (sq. feet and %);
- Provision of the Zoning Ordinance requested to be varied, and number of variances requested.
- Archaeological Report/Study, if required.

____ Tree protection measures. Required elements:

- Tree Protection Plan;
- Tree Survey;
- Tree Replacement Plan;

The applicant must address all of sections 12.1.3, Letter B, and indicate the justification for this section on the plans or as part of the application letter of intent.