



Application Insufficiency Checklist – Public Hearing & DRO Review

All required application forms, plans and related documents (Documents) submitted to the Zoning Division, are reviewed by the Project Manager (PM) for sufficiency. The assigned PM shall utilize the Reasons for Insufficiency (listed below) to determine whether or not an application is sufficient for distribution to the Agencies for review. An insufficient application shall not be accepted and a rejection notice will be sent to the Applicant/Agent indicating the required corrections. Resubmittal of the applications shall comply with the ULDC and the dates specified on the Annual Zoning Calendar.

REASONS FOR INSUFFICIENCY

A. Any one of the following items shall result in an application being deemed insufficient; AND/OR listed in B

Access to property not identified – Legal Access
Missing, incomplete or inconsistent Information on the Documents: Forms, Plans, Justification Statement and/or supporting documents
Missing request or incorrect requests based on the submitted Documents
Shared parking must have Eng. Director sign off before submittal
Request(s) and Documents are not in compliance with Article 4 Use Regulations
Failure to meet with Staff for a Pre-Application Conference (PAC) or Pre-Application Appointment (PAA) before submitting an application that required a PAC or PAA
Missing Consent, or improperly signed and notarized forms for Consent
Missing Disclosure Forms
Request exceeds the thresholds of the authority of the DRO to modify a ZC/BCC approved plan
Forms and Plans are not legible
Survey and/or Title more than 12 months old
Survey, Drainage and/or Traffic Statement/Study not electronically signed and sealed per the Technical Manual or not submitted

B. Five or more of the items below results in an application being deemed insufficient:

Missing or incorrect Property Control Number(s) (PCN)
Incorrect Scale
Incomplete tabular
Incorrect or Inconsistent Square Footage (Related to building or overall site)
Wrong FLU and/or Zoning or the two are inconsistent throughout documents submitted
Minimum buffer widths not identified
Surrounding properties or structures within 100 feet of subject site not identified
Incorrect parking calculations
Uses and accessory uses not identified, are not correct or incomplete
Survey and Site Plan do not match
Missing required Plans, new or to be modified
Previous Conditions of Approval not addressed

For Staff Use Only: PROJECT MANAGER: _____

APPLICATION INFORMATION

Application Name:	
Application Number:	
Control Name:	
Control Number:	
First Submittal Date:	
Date Deemed Sufficient:	
Concurrent FLUA:	