

City of Niederwald
Checklist for Filing a Proposed Site Development of Land

for proposed site development within the Corporate Limits of Niederwald and in the Extra-Territorial Jurisdiction (ETJ) of Niederwald

10/10/2008 last updated 5/5/2010

The process for approval of a Site Development plan includes three steps:

1. Pre-Application Conference
2. Concept Plan (the Concept Plan step is for complicated projects and may be omitted for small projects)
3. Site Plan

Project Name: _____

Type of Project: _____ Pre-Application Conference _____ Concept Plan _____ Site Plan

Pre-Application Conference (Ord. 071706 Section 6.2)

_____ 1.) Procedure and Fee - Date Fee Paid: _____

_____ The Developer will pay a \$50 per hour fee for the Pre-Application Conference.
 _____ The Code requires one conference with the City Administrator, the City Engineer,
 and any other pertinent City official.

_____ 2.) Information Required -

_____ The developer shall provide a project description letter to the Mayor of Neiderwald describing
 existing / proposed improvements, land use, zoning, utilities, and any other relevant information.

Conceptual Plan Checklist (Ord. 071706 Section 8)

Although the Concept Plan and Site Plan review steps are listed as separate steps in the approval process herein, these two steps can be combined if the applicant so chooses by submission of a Site Plan. This step can be achieved through the submission of one unified plan. (Ord. 071706 Section 3.1.4.)

_____ 1.) Site Development Application Form & Fees Date Fees Paid: _____

_____ The Developer shall provided a complete "Site Development Permit Application" form. The form must
 be filled out in its entirety and all signatures must be provided.

_____ The developer will pay a Conceptual Plan review fee of \$300

Review Fee	=	\$300	<u>Total Fee: \$</u> _____
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_____ 2.) Current Tax Certificates for all lots involved in the development

_____ 3.) Engineer's Summary Letter

_____ 4.) Location Map

_____ 5.) Adjacent Property Owner list

_____ 6.) Two (2) - 24" x 36" copies of the conceptual plans with associated information
 See Ord. 071706 Section 4 and Section 8

_____ 7.) Two (2) - 11" x 17" copies of the conceptual planscopies of the preliminary utility plan
 See Ord. 071706 Section 4 and Section 8

_____ 8.) Two (2) copies of the engineering / drainage / water quality / floodplain report

_____ 9.) Send Two (2) copies of all required documents to the city engineer.

Site Plan Checklist (Ord. 071706 Section 9)

_____ 1.) Site Development Application Form & Fees Date Fees Paid: _____

_____ The Developer shall provided a complete "Site Development Permit Application" form. The form must
 be filled out in its entirety and all signatures must be provided.

The developer will pay a Site Development Permit Application fee of \$500 for Small Projects (less than \$50,000 construction cost estimate) or \$750 plus 0.5% of the estimated total construction cost for Large Projects (more than \$50,000 construction cost estimate) as required by the Site Development Ordinance.

for **Small Projects** (less than \$50,000 estimated construction cost)

Application Fee = \$500 **Total Application Fee: \$** _____

for **Large Projects** (more than \$50,000 estimated construction cost)

Application Fee = \$750 + 0.5% x _____ =
(estimated construction cost)

Total Large Project Application Fee: \$ _____

If any portion of the tract to be developed is within the FEMA 100-year floodplain per the Flood Damage Prevention Ordinance the subdivider shall pay the Conformity with Flood Damage Prevention fee of \$750.

Fee = \$750 **Total Fee \$** _____

2.) Reimbursement of Associated Costs for Site Development Application

The applicant is required to pay all associated costs prior to receiving a permit, regardless of City approval. Any project that starts construction without a permit is subject to penalty as described by the Site Development Ordinance.

Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors, and others, as required.

Associated costs will be billed at cost plus 10% to cover the City's additional administrative costs

A project may require several plan reviews and inspections. The applicant will pay the Associated cost of each plan review or inspection prior to the next plan review or inspection, or prior to plan approval or project acceptance, depending on the stage the project is at in the process. Inspections will include a pre-construction conference.

_____ Associated Cost for Plan Review #1	\$ _____
_____ Associated Cost for Plan Review #2 (if needed)	\$ _____
_____ Associated Cost for Plan Review #3 (if needed)	\$ _____
_____ Associated Cost for Inspection #1	\$ _____
_____ Associated Cost for Inspection #2	\$ _____
_____ Associated Cost for Inspection #3 (if needed)	\$ _____
_____ Associated Cost for Inspection #4 (if needed)	\$ _____

3.) Construction Cost Estimate (sign and sealed by engineer)

4.) Current Tax Certificates for all lots involved in the development

5.) Engineer's Summary Letter

6.) Location Map

6.) Adjacent Property Owner list

7.) Boundary Survey

8.) Two (2) - 24" x 36" copies of the conceptual plans with associated information
See Ord. 071706 Section 4 and Section 9

- _____ 9.) Two (2) - 11" x 17" copies of the conceptual plans/copies of the preliminary utility plan
See Ord. 071706 Section 4 and Section 9
- _____ 10.) Two (2) copies of the engineering / drainage / water quality / floodplain report
- _____ 11.) Send Two (2) copies of all required documents to the city engineer.
- _____ 12.) Variance / Waiver Request (if applicable)

_____ The Developer shall provide a variance / waiver request letter

_____ The Developer shall pay the variance / waiver request fee of \$300

Variance / Waiver Review Fee = \$300 **Total Fee: \$** _____

NOTE: This Checklist is for general guidance only. The Applicant is responsible for reading and complying with the Ordinances of the City of Niederwald. If there is any conflict between this checklist and City Ordinances, the Ordinances will prevail.