



**PLEASANT VIEW CITY
APPLICATION FOR SUBDIVISION CONCEPT PLAN**

SUBDIVISION NAME: _____ LOCATION: _____

ACREAGE: _____ NUMBER OF LOTS _____ ZONE: _____

PARCEL ID NUMBERS: _____

PROPERTY OWNER(S): (attach additional pages if needed)

NAME: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

APPLICANT/AGENT:

NAME: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

SURVEYOR:

NAME: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

ENGINEER:

NAME: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

The information on this form is true and accurate to the best of my knowledge. **I understand it is my responsibility to pay Pleasant View City for all professional and any other fees associated with this application** as stated in section 17.02.100 of the subdivision ordinance.

Application will not be accepted unless all appropriate documents are attached. See check list documents required.

Signature of Applicant/Agent

Signature of City Rep.

For City Use

DATE SUBMITTED: _____ TAKEN BY: _____

Application Fee \$250.00 Date Paid _____ Amt. _____

Total Paid _____

Form Date: September 2020

Concept Application Checklist

Note: Unless directed otherwise by the City, all applications and associated plats, plans and documents must be submitted to the City Planner.

THIS IS A BASIC LIST ONLY
SEE CITY ORDINANCES FOR COMPLETE REQUIREMENTS IN CODE 17.04.030

_____ **Application:** completed; including names and addresses of applicant, surveyor, engineer, owner(s),
Initials affidavit of owners and applicant; all signed and notarized.

_____ **Large Plans:** four (4) copies of plans that are 22" x 34" including a plat map
Initials

_____ **Small Plans:** one (1) copy of plans that is to 11" x 17" to scale including a plat map
Initials

_____ **Digital Plans:** version of the plans and plat map in pdf format, send it to jhunt@pleasantviewcity.com.
Initials *If greater than 8MB, please send by Dropbox or similar.*

- Plans consist of
 - Plan map(s) (plat) of the project that includes a north point, scale and date; a vicinity plan; contours; boundary lines of the proposed project; proposed utilities; location and dimensions of all existing or platted streets; important features such as rail lines, water bodies or courses, wetlands, exceptional topography, and buildings within and immediately adjacent to the project; all existing utilities within or adjacent to the project (with sizes); locations and dimensions of all proposed streets, easements, lots, open spaces and other features, with appropriate labeling.
 - Vicinity plans must include a representation of the proposed development with blocks and streets and their relationship to existing streets and utilities; all existing streets, public facilities such as schools or parks, and any commercial or industrial areas within one mile of the project area; all undeveloped areas within the general area of the proposed development and proposed future street systems for that area.

_____ **Statement:** the applicant's intention and plans for the project.
Initials

_____ **Payment of Fee**
Initials

Affidavit

Property Owner

I (we) _____ (please print)
certify that I(we) am(are) the Owners(s) of record of the property identified in this application and
the statements, drawings, and other exhibits contained herein are in all respects true and correct to
the best of my(our) knowledge.

Property Owner(s) _____

Subscribed and sworn to me on _____ (date)

Notary _____
(Residing in: _____)
My commission expires _____ (date)

Notary Seal

Agent Authorization

I(we) _____ (please print),
the owner(s) of the real property identified in this application, do authorize as my (our) agents(s)
_____ (please print) to represent
me(us) and appear on my(our) behalf before any administrative or legislative body concerning this
application and to act in all respects as our agent in matters pertaining to the this application.

Property Owner(s) _____

Subscribed and sworn to me on _____ (date)

Notary _____
(Residing in: _____)
My commission expires _____ (date)

Notary Seal

Concept Plan Application Review and Approval Process

1. Concept Plan filed with City Planner. The City Planner determines application completeness.
 - a. Complete Application:
 - i. Application filled out completely along with the affidavit (*original signature*)
 - ii. Plans brought in along with digital plans sent to jhunt@pleasantviewcity.com
 - iii. Statement of intent
 - iv. Fees Paid
2. City Planner schedules a meeting with the Development Review Committee (DRC) and distributes application information to appropriate staff and others needed to provide review of the concept plan, prior to the meeting.
3. The DRC conducts meeting with the Applicant(s) to provide information to prepare for Preliminary Subdivision Application. A Field Trip with the applicant is considered a part of the review and is required.
4. A concept plan shall not constitute an application for a subdivision approval and is in no way binding on the City or the applicant(s). Any discussion before the DRC, at the meeting when the concept plan is discussed, shall not be considered any indication of subdivision approval, either actual or implied by the City.