



# CONCEPT REVIEW CHECKLIST

The following checklist serves as an outline for applicants to ensure that adequate information is submitted for staff to review the proposed concept. If an item is not checked, a detailed narrative outlining reasons why the item has not been submitted shall be included. Additionally, in order to answer any questions that staff may have concerning the proposed concept, it is imperative that either the applicant and/or the applicant's representative be in attendance at the staff meeting. Likewise, be prepared to make a brief presentation with graphic displays pertaining to your project for the staff to receive information regarding your project. Please submit completed application and materials to [planningtechs@windsorgov.com](mailto:planningtechs@windsorgov.com).

## **SUBMITTAL REQUIREMENTS FOR CONCEPT REVIEW MEETINGS:**

	<b>Planning Department Checklist</b>	<b>*Applicant Checklist</b>	
1	_____	_____	Completed checklist with property owner's signature or owner's authorized representative
	_____	_____	Narrative description of proposed concept. For site plans include proposed number of employees, type of business, number of units, etc. Narrative shall also include a description of all structures to be built on the site including: size quantity, use and number of units per structure. For residential include proposed number of lots, lot sizes, density (single family, multi-family, etc.)
	_____	_____	Concept drawing, including all information required below

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	<b>Planning Department Checklist</b>	<b>*Applicant Checklist</b>	
2	_____	_____	Concept drawings shall be legible and accurately drawn to an appropriate scale
	_____	_____	Indication of drawing scale and symbol designating true north
	_____	_____	Property Address, legal description ( <i>township, range, section, lot, block, subdivision</i> ) or location depicted on a vicinity map
	_____	_____	Names, addresses and phone numbers of the applicant and firms or person responsible for preparing the drawing
	_____	_____	Building height(s)
	_____	_____	Indication of proposed landscape areas depicted by cross-hatching of areas ( <i>actual plant materials and details not required for concept review</i> )
	_____	_____	Distances from proposed and existing structures to all property lines
_____	_____	The location and dimensions of all proposed and existing easements, rights-of-way, access points, paved areas, structures and their uses, water facilities, sewer and storm drainage	

3	All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.	
	<i>I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.</i>	
	*Signature: _____	*Date: _____
(Proof of owner's authorization is required with submittal if signed by Applicant)		
*Print Name: _____	*Required fields	

Revised 8/1/2016