



**THE CITY OF  
ELM SPRINGS**  
APPLICATION & CHECKLIST  
FOR A  
**Large Scale Development**

**FOR STAFF USE ONLY**

Date Application Submitted: \_\_\_\_\_  
Date Accepted as Complete: \_\_\_\_\_

**FEE:** \$ 500  
PC Meeting Date: \_\_\_\_\_  
Zone: \_\_\_\_\_

**APPLICATION:**

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Planning Commission agenda until the application is completed and required information provided.**

**GENERAL INFORMATION:** (Indicate where correspondence should be sent:)

Representative: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ email: \_\_\_\_\_  
\_\_\_\_\_

Property Owner: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ email: \_\_\_\_\_

**PROPERTY DESCRIPTION**

Site Address: \_\_\_\_\_ Acreage: \_\_\_\_\_  
\_\_\_\_\_

Current Zoning: \_\_\_\_\_

**APPLICANT / REPRESENTATIVE:** I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

√ \_\_\_\_\_ DATE \_\_\_\_\_

**PROPERTY OWNER / AUTHORIZED AGENT:** I certify under penalty of perjury that I am the owner of the property that is subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

√ \_\_\_\_\_ DATE \_\_\_\_\_

**Checklist:**

- 1. Completed application form.
- 2. Payment of the application fee: \$ 500
- 3. Applicant is required to provide proof of written notice to all adjacent property owner. Written notice shall be provided at least fifteen (15) days prior to Planning Commission.
- 4. The applicant shall post a sign notice on the property visible from the public roadway at least fifteen (15) days prior to Planning Commission.
- 5. Development plans shall be submitted with the application. Plans shall include all of the items required by Section 6.03 of the Zoning Code.

**The applicant or the applicant's representative must attend the Planning Commission meeting to present this item. If no one is in attendance, this request will not be heard.**