

# Clay County Department of Development Services Division of Planning and Zoning Development Review Submittal Form



Project Name:

Parcel ID #:

Date:

Address

City:

Zip Code

### Applicant Information

Applicant:

Address

City

State

Zip Code

Email:

Phone:

### Recipient information

Recipient/ Attention:

Department / Division

Special Instructions:

### Submittal Type (Both Major Subdivision and Development are Preliminary Submittals)

- DRC Review** (3 Paper Copies, 1 Electronic)     **Minor Subdivision / Development** (3 Paper Copies plan or plat depending on submittal)
- Major Development** (6 Paper Copies, 3 Drainage Calcs, 1 Electronic)     **Major Subdivision** (6 Paper Copies, 3 Drainage Calcs, 1 Electronic)
- Final Construction Plans Major Subdivision or Development** (6 Paper Copies Signed & Sealed, 1 Electronic, 1 Final Drainage Calc Signed & Sealed)
- Final Plat 1st Review** (7 Paper Copies, 1 Electronic, 1 Opinion of Title)     **Final Plat for BCC** (1 Mylar, 3 Paper Copies, 1 Updated Title, 1 Electronic)
- Post Plan Approval Revisions** (3 paper copies)     **As-Built Plans** (1 Paper, 1 Electronic)     **Site Modification** (3 Paper copies, 1 Electronic)

### FEES

DRC Concept Plan Review	\$250.00	
Minor Subdivision Plan / Plat Review	\$500.00	
Major Subdivision Plan & Plat Review	\$1,200.00 + \$50.00 per lot	
Plan Revisions Post Final Approval (Residential)	\$100.00 per submittal	
Minor Development Review	\$250.00	
Major Development Review (less than 1 acre)	\$500.00	
Major Development Review (1 to 5 acres)	\$750.00	
Major Development Review (Greater than 5 acres)	\$1,000.00	
Plan Revisions Post Final Approval (Commercial)	\$150.00 per submittal	
As-Built Review (Commercial & Residential)	\$150.00	
Site Modification Review	\$250.00	
Public Safety Review Fee	\$50.00*	
Final Plat Review	\$250.00 up to 25 lot then \$10 each additional lot	

Check Number:

Total Amount Paid:

\* The public safety fee is included for all preliminary submittals. The Public Safety fee is required to be paid for all final submittals and for any post approved plans requiring a review by the Public Safety department. This fee is in addition to the fees for post approved plan revisions.

If Major Development State Number of Acres For the Project:

### Applicant Signature / Print Form

Submitted by: \_\_\_\_\_

Print Name: \_\_\_\_\_

### Official Use Only

IMS Number: \_\_\_\_\_

OT Number: \_\_\_\_\_

Date Received: \_\_\_\_\_