



# TOWN OF CORNELIUS

## Planning Department

PO Box 399 | Cornelius, NC 28031 | Phone: 704-896-2461 | Fax: 704-896-2462

<b>Staff Only:</b>
Date Rec'd: _____
Rec'd by: _____
Case #: _____

### LAND DEVELOPMENT APPLICATION FORM

1. Application Type	✓	Fee	✓	Fee
• Sketch Plan/Plat (Major Sub):	<input type="checkbox"/>	_____	• Conditional Zoning (CZ)	<input type="checkbox"/> _____
• Preliminary Plat (Major Sub):	<input type="checkbox"/>	_____	• Special Use Permit (SUP)	<input type="checkbox"/> _____
• Final Plat (Major Sub):	<input type="checkbox"/>	_____	• Major Architectural Variation	<input type="checkbox"/> _____
• Construction Documents:	<input type="checkbox"/>	_____	• Minor Architectural Variation	<input type="checkbox"/> _____
• General Rezoning	<input type="checkbox"/>	_____	• Other: _____	<input type="checkbox"/> _____
Fee Total:				_____

<b>2. Project Information</b>
Date of Application: _____ Name of Project: _____
Location: _____ Property Size (acres): _____ # of Units/Lots: _____
Current Zoning: _____ Proposed Zoning: _____
Current Land Use: _____ Proposed Land Use: _____
Tax Parcel Number(s): _____

<b>3. Contact Information</b>		
_____ Owner, Applicant, or Developer		
_____ Address		
_____ City, State Zip		
_____ Telephone	_____ Fax	
_____ Signature	_____ Print Name	_____ Date
_____ Email -		

_____ Agent(s) (Engineer, Architect, Etc.)		
_____ Address		
_____ City, State Zip		
_____ Telephone	_____ Fax	
_____ Signature	_____ Print Name	_____ Date
_____ Email -		

<b>4. The following items shall be considered as part of a complete application, please check this list to ensure all items are included:</b>	
<input type="checkbox"/> <b>Signed "Original" application</b>	<input type="checkbox"/> <b>Illustrative (color) site/sketch plan</b> for presentation purposes with same layers as described above
<input type="checkbox"/> <b>Project Fee(s)</b> – See Fee Schedule	<input type="checkbox"/> <b>Official hard copy of architectural elevations</b> (at least one copy), which may include multiple pages. Must be drawn to scale by a registered architect, and include all primary and accessory buildings (including all building sides), and any other architectural elements/features of the site such as gazebos, trellis's, garden walls, retaining walls, or other items over 4-feet in height (NOT APPLICABLE FOR SINGLE-FAMILY RESIDENTIAL DEVELOPMENTS).
<input type="checkbox"/> <b>Written Summary/Description of Request</b> can be on company letterhead. Shall include requested use or uses, sq. feet of non-residential space, or density and number of units/lots for residential, or any other applicable information. For CZ's, must also describe any variations proposed from the Land Development Code	<input type="checkbox"/> <b>Illustrative (color) elevations</b> for presentation purposes for all items described above, as well as perspective (3D) renderings and photograph examples
<input type="checkbox"/> <b>Property Survey</b> (at least one copy), including existing buildings, topography, wetlands, streams, vegetation (trees over 18" in diameter), and other natural features.	<input type="checkbox"/> <b>Digital Files</b> of all items listed above
<input type="checkbox"/> <b>Site/sketch plan</b> (at least one copy), may contain multiple pages and must be drawn to scale by an engineer or landscape architect. Shall include locations of buildings and/or lots, streets, parking, proposed grading, landscaping/screening, open space, watershed/storm water information, associated storm water measures, and proposed utilities and lighting. Shall also include general information from adjoining lots	