

ALL PLANS MUST SCALE CORRECTLY
Planning & Platting Related – Maximum Plan Size 24"x36"

Application Type	Initial Submittal (use routing sheet for guide)	Resubmittal (use routing sheet for guide)	Mylars / Plans for Approval Signatures
PDP – Preliminary Development Plan REZ – Rezoning SUP – Special Use Permit PP – Preliminary plat VE – Vacation of Easement VROW – Vacation of ROW SIGN – Sign Application	4 full size & 1 digital Plans to: Engineering, Traffic, Planning, & Fire Digital copy to: Planning	4 full size & 1 digital Plans to: Engineering, Traffic, Planning, & Fire Digital copy to: Planning	n/a
FP – Final Plat	4 full size & 1 digital Plans to: Engineering, Traffic, Planning, & Fire Digital copy to: Planning	4 full size & 1 digital Plans to: Engineering, Traffic, Planning, & Fire Digital copy to: Planning	3 mylars & 5 paper copies
MP – Minor Plat (administrative)	2 full size & 1 digital: Plans to: Engineering & Planning Digital copy to: Planning	2 full size & 1 digital Plans to: Engineering & Planning Digital copy to: Planning	3 mylars & 5 paper copies
FDP – Final Development Plan (administrative)	4 full size & 1 digital Plans to: Engineering, Traffic, Planning, & Fire Digital copy to: Planning	6 full size & 1 digital Plans to: Engineering (3 sets), Traffic, Planning, & Fire Digital copy to: Planning	6 full size & 1 digital Plans to: Engineering (3 sets), Traffic, Planning, & Fire Digital copy to: Planning

Engineering Related – Maximum Plan Size 24"x36"

Application Type	Initial Submittal	Resubmittal / Plans for Approval Signatures
Engineering Plans	3 full size & 1 digital	3 full size & 1 digital
Land Disturbance Permit	1 full size	2 full size

Building Permit Related – Maximum Plan Size 36"x48"

(If digital copies are available please provide)

Application Type	Initial Submittal	Resubmittal / Plans for Approval Signatures
Residential Plans – new construction (single-family, duplex, 3 & 4 family)	2 full size & 2 plot plans	2 full size & 2 plot plans
Residential Plans – alteration / addition	2 sets of any plan size as long as to scale	2 sets of any plan size as long as to scale
Commercial Plans – new construction / alteration / addition	3 full size	3 full size