

## **CONCEPT PLAN COMPLETENESS CHECK REQUIREMENTS**

The applicant is **required** to attend a Pre-development Meeting prior to the submittal of the application. Please contact the Planning Department to schedule the meeting by emailing [sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org).

**SUBMITTALS ARE ONLY ACCEPTED ON SELECT DAYS. PLEASE REFER TO THE CITY OF MANOR SUBMITTAL CALENDAR FOR SUBMITTAL DATES AND DEADLINES.**

Format. Concept Plans shall be submitted and drawn on eighteen by twenty four inch (18"x24") sheet(s) at a scale of one (1) inch equals one (1) hundred feet (1"=100') or one (1) inch equals two (2) hundred feet (1"=200') with all dimensions measured accurately to the nearest foot.

### **REQUIRED ITEMS FOR SUBMITTAL PACKAGE**

- \_\_\_ 1. Completed application.
- \_\_\_ 2. TIA Determination Form should be filled out and submitted with the Concept Plan.
- \_\_\_ 3. Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.
- \_\_\_ 4. Confirmation that a pre-development meeting was conducted.