

# City of Mount Vernon Planning Board Application Materials Checklist and Submission Review



Development Name: \_\_\_\_\_

Application Type:     New     Amended     Extension of Time

Location: \_\_\_\_\_

Map Page: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Applicant Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

<b>REQUIRED ITEMS</b>	<b>ITEM PROVIDED (Applicant to Check)</b>	<b>STAFF REVIEW (Staff Use Only)</b>
1. Planning Board Application Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
2. Plan Examiner's Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
3. Information/Violation Search Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
4. Certificates of Occupancy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
5. Environmental Assessment Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
6. Past Zoning Board Findings of Fact, Planning Board Resolutions, Architectural Review Board Decisions, or City Council Resolutions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
7. Current Zoning Board Findings of Fact, Planning Board Resolutions, or City Council Resolutions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
8. Color Photographs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
9. Survey or Plot Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
10. Modified Survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
11. Site Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
12. Floor Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
13. Elevations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision
14. Fee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Item Provided <input type="checkbox"/> Not Required <input type="checkbox"/> Statement of Non-Provision

(Below to be complete by Staff only)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Number Assigned: \_\_\_\_\_