



East Bethel Community Development
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Subdivision – Concept Plan Application Checklist

Concept Plan Review allows the Planning Commission and City Council to provide informal feedback to the subdivider regarding the extent to which the proposed subdivision conforms to the standards of the City Code. Approval of a concept plan does not convey any legal development rights to the applicant. The following information is provided in Chapter 66 Article II of the City Code of Ordinances.

Process

Step 1: Submit application, application fee, escrow, and required information (see below)

Step 2: Staff reviews the application for completeness. If incomplete, a letter will be sent notifying the Applicant of the missing information. If complete, the application will be reviewed by required agencies and staff

Step 3: Application will be brought before the Planning Commission for feedback and public hearing

Step 4: Planning Commission will provide feedback to the applicant and make a recommendation to City Council for approval or denial of the plan

Step 5: The City Council will provide feedback to the applicant and approve or deny the concept plan

Required Materials Checklist

- Land Use Application
- Fees + Escrow
 - \$500 Application Fee
 - \$500 Escrow
- Existing legal description/proposed legal description of new lots
- 1 large scale copy (1 inch = 100 ft. or less), 1 reduced scale copy (11x17), and 1 PDF copy of a survey(s) prepared by a licensed land surveyor and/or aerial imagery including the following information:
 - Name and address of developer/owner
 - Legal description
 - Property location map illustrating property boundaries and the site location relative to adjoining properties and streets
 - Current and proposed land use and zoning
 - Evaluation by the applicant that the subdivision would not be determined to be premature pursuant to the criteria outlined by the comprehensive plan and the City Code
 - Resource inventory
 - Topographic contours at 2-foot intervals
 - Soil type locations and characteristics

- Hydrologic characteristics including surface watercourses, floodplains, delineated wetlands, natural swales, and drainageways
 - Site vegetation including individual trees with a diameter of 18 or more inches
 - Current land use and land cover (cultivated areas, paved areas, etc.), all buildings and structures on the land, and all encumbrances such as easements or covenants
 - Transportation systems and traffic volumes
 - Neighborhood context. General outlines of existing neighborhoods, presence of areas of significant natural environmental areas, land uses, buildings, streets, and natural features such as water bodies or wooded areas, roads, driveways, and property boundaries within 300 feet of the tract
 - Concept subdivision plan including:
 - Open space areas indicating which areas are to be protected and defined by the purpose of the open space
 - Boundaries of areas to be developed and proposed general street and lot layout
 - Number and type of housing units and/or approximate size and location of commercial and industrial buildings as may be applicable
 - Areas proposed for stormwater management
 - Street and alternative modes of travel systems which are consistent with the comprehensive plan that interconnect neighborhoods
 - Location of utility trunks intended to serve the site
 - Total area of wetlands and uplands on site
 - Environmental assessment worksheet, environmental impact statement, or alternative urban area-wide review as determined by Community Development Staff
 - Other information as required by Community Development staff
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