



ZONING & LAND USE APPLICATION

CONCEPT PLAN

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	

APPLICANT INFORMATION	
Name	
Address	
Phone	
Email	

OWNER INFORMATION	
Name	
Address	
Phone	
Email	

CONCEPT PLAN PROPOSAL		
	Existing	Proposed
Property Use		
Land Use Classification		
Zoning Classification		
Total Dwelling Units		<i>Residential Only</i>
Building Area (Gross SF)		<i>C/I Only</i>

FEES			
Application	\$250	Escrow	\$1,500

ACKNOWLEDGEMENT

APPLICANT STATEMENT

This application should be processed in my name, and I am the party whom the City of Rogers should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Applicant Signature

Date

OWNER STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City of Rogers by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

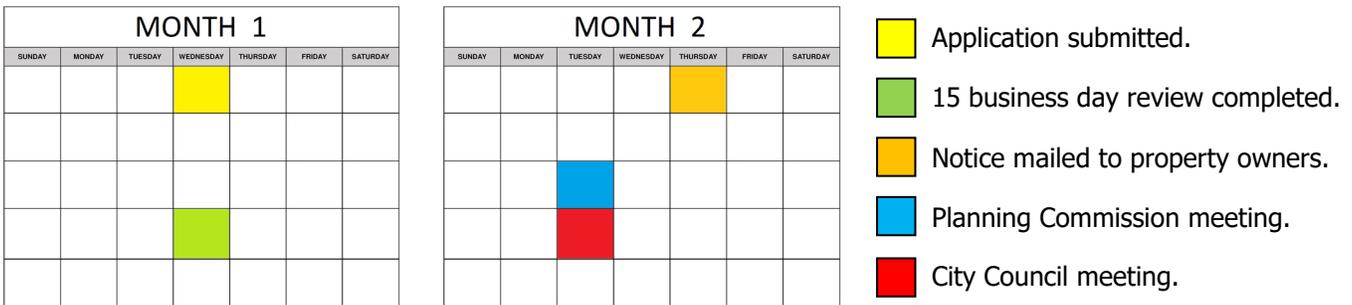
Applicant Signature

Date

SUBMITTAL REQUIREMENTS	
Application Fee(s)	Non-refundable application fee and escrow to cover expenses related to the review.
Legal Description	A full legal description, as documented on property deed or certificate of title.
Boundary Survey	Copy of existing Certificate of Survey for all properties involved in Concept Plan.
Written Statement	This narrative shall describe the Concept Plan presented and the intended use of the property, operations (i.e. hours, number of employees, etc.), compatibility to the surrounding land uses, consistency with City zoning and land use policies, and the potential for special approvals (i.e. conditional uses).
Concept Site Plan	The Concept Site Plan must be drawn with a straight edge and to a standard engineering scale. The Concept Site Plan must include the following: <ul style="list-style-type: none"> north arrow existing and proposed lot lines with dimensions existing and proposed driveways, parking areas, streets, trails and lighting existing and proposed utility locations (i.e. water, sewer and storm water) existing and proposed structures with property line setbacks existing and proposed easements, rights of way and public land dedications existing and proposed site improvements (i.e. fencing and landscaping) existing and proposed signage natural features (wetlands, lakes, creeks, woodlands, etc.)
Vicinity Map	Aerial map showing the property and the existing land use designations per the Comprehensive Plan and zoning of adjacent properties.
Location Map	Map showing all of the properties involved in the Concept Plan.
Structure Elevations	Renderings showing building elevations, materials and colors of all structures.
Other Items	City staff reserve the right to require additional items be submitted for a full review of the application if deemed necessary to consider the request.
Submittal Format	(1) Hardcopy Plans – 11" x 17" and (3) Hardcopy Plans – 24" x 36" Electronic Application & Plans

All documents are public information and may be used in written reports and distributed to the public.

PROCESS



NOTICE TO APPLICANT

A Concept Plan is an early first draft of a proposed development presented by an applicant to receive an informal, high level evaluation of the general development plan. The goal is to save the applicant time and expense by providing feedback as to the intended use, design, layout, and site and public improvements of the development, as well as compliance with zoning and land use policies. Concept Plans are not an official Zoning & Land Use Application and are not subject to the Statutory timelines, but do follow the City’s standard review process. Concept Plans are submitted to City staff for initial analysis before being evaluated by the Planning Commission and/or City Council. Applicants should meet with City staff prior to submitting a Concept Plan. All expenses pertaining to Concept Plan reviews are the responsibility of the applicant. Application fees help cover the costs incurred by the City to conduct the review, which may include, but is not limited to City staff and consultant time, and legal consultation.