



Required Documents by Record Type

Planning

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The information below is sorted as follows:

1. Always Required
2. Required Based on Custom Field Value
3. Document Type

Administrative Bonus Density

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Affidavit of Authorization	No	Yes	No	

Required Documents by Record Type

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Application	No	Yes	No	
Boundary Survey or Plat	No	Yes	No	
Disclosure of Interest	No	Yes	No	
Legal Sketch/Description	No	Yes	No	
Location Map	No	Yes	No	
Narrative	No	Yes	No	
Site Plan	No	Yes	No	
Additional Agents	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Certificate to Dig

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Application	No	Yes	No	
Aerial	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Site Plan	No	No	No	

Comprehensive Plan Amendment

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Application	No	Yes	No	
Environmental Impacts Analysis	No	Yes	No	
Justification of Proposed Amendment	No	Yes	No	

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Lee Plan Analysis	No	Yes	No	
Planning Communities/Community Plan Area Requirements	No	Yes	No	
Public Facilities Impacts Analysis	No	Yes	No	
State Policy Plan and Regional Policy Plan	No	Yes	No	
Traffic Circulation Analysis	No	Yes	No	
Aerial Map Showing the Subject Property and Surrounding Properties	No	No	Yes	Amendment Type = Map
Authorization Letter From the Property Owner(s) Authorizing the Applicant to Represent the Owner	No	No	Yes	Amendment Type = Map
Copy of the Deed(s) of the Subject Property	No	No	Yes	Amendment Type = Map
Disclosure of Interest	No	No	Yes	Amendment Type = Map
Existing and Future Conditions Analysis	No	No	Yes	Amendment Type = Map
Existing Future Land Use Map	No	No	Yes	Amendment Type = Map
Letters of Availability	No	No	Yes	Amendment Type = Map
Map and Description of Existing Land Uses	No	No	Yes	Amendment Type = Map
Map and Description of Existing Zoning	No	No	Yes	Amendment Type = Map
Proposed Map Amendments	No	No	Yes	Amendment Type = Map
Signed/Sealed Legal Description and Sketch of the Description for Each FLUC Proposed	No	No	Yes	Amendment Type = Map
Surrounding Property Owners List - Mailing Labels - and Map	No	No	Yes	Amendment Type = Map
Pre-Application Meeting	No	No	Yes	Amendment Type = Text
Proposed Text Amendments	No	No	Yes	Amendment Type = Text
Response Letter	No	No	No	Required for Resubmittal Only

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Map Boundary Determination

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Application	No	Yes	No	
Formal Wetland Determination	No	No	Yes	Boundary Type = Wetland Determination Planning
Response Letter	No	No	No	Required for Resubmittal Only

Minimum Use Determination

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Affidavit of Authorization	No	Yes	No	
Application	No	Yes	No	
Deed Documents	No	Yes	No	
Disclosure of Interest	No	Yes	No	
Resolution	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Supporting Documents	No	No	No	

Special Certificate of Appropriateness

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Affidavit of Authorization	No	Yes	No	
Application	No	Yes	No	
Architectural Elevations	No	Yes	No	

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Architectural Floor Plans	No	Yes	No	
Existing Conditions Plan	No	Yes	No	
Other Materials	No	Yes	No	
Proposed Site Plan	No	Yes	No	
Request Statement	No	Yes	No	
Site and Building Photographs	No	Yes	No	
Materials Samples	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Transferrable Development Rights-Determination

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Application	No	Yes	No	
Certification of Title and Encumbrances	No	Yes	No	
Deed Documents	No	Yes	No	
Legal Sketch/Description	No	Yes	No	
Copy of Minimum Use Determination	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only
Wetland Determination	No	No	No	

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Transferrable Development Rights-Certificate

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Submittal Documents	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only

Uniform Community Development

Document Type	Digital Signature & Seal Required	Always Required	Required Based on Custom Field Value	Custom Field Requirement(s)
Submittal Documents	No	No	No	
Response Letter	No	No	No	Required for Resubmittal Only