

## **CHECKLIST FOR APPLICANTS**

### Pre-Submittal Meeting

- Schedule Pre-Submittal Meeting to discuss proposed development idea with Authority Staff
- Contact utilities to obtain written assurances on provider service availability.
  
- Obtain Land Development Application.

### Concept Plan

- Schedule Concept Plan Meeting with Planning Staff.
- Submit completed Land Development Application and pay appropriate fee(s).
- Submit eight (8) copies of Concept Plan not later than two (2) weeks prior to the date of the scheduled meeting with Authority Board to include following:
  - Written narrative describing the proposed development to include:
    - Proposed Use
    - Number of structures, gross and net density
    - Type of structures(s), approximate size(s) of units(s), and approximate maximum height of building(s) in feet
    - Amount and function of proposed open space, whether public or private
  - Plan drawings to include:
    - Title or name of the development above the term " \_\_\_\_\_ Plan"
    - Vicinity map, scale, north arrow and date of preparation
    - Location and legal description of lot
    - Total area of open space
    - Location and proposed use(s) of building areas to include ranges of dimensions and square footage
    - Location and dimensions of required building and landscaping setbacks as described within these Regulations
    - Parking area(s), verifiable based upon building, square footage
    - Designation and classification of any right of way, turning or acceleration and/or deceleration lanes, areas to be vacated, access points, etc. that are required
    - Topographic map depicting existing and proposed contours
    - Utilities drawing depicting existing and proposed locations
    - Internal site circulation and designation of public and private streets
    - Proposed timetable for development plan
  - Letters from water and sewer providers and fire district.

### Development Plan

- Schedule placement on Authority Board Agenda (Public Hearing.)
- Enter into Lease Agreement with Authority and/or obtain Consent to Sublease
- Submit eight (8) copies of Development Plan not later than 45 days prior to the date of the scheduled meeting with the Authority Board to include following:
  - Letter of Intent
  - Letters from Water and Sewer Providers
  - Letter from Fire District

- Traffic Impact Study
- Phase III Drainage Report
- Folded Plan Maps (8 copies folded so as to fit into a 9" x 12" envelope) of Development Plan in accordance with criteria set forth in Chapter VI of these Regulations to include:
  - Cover
  - Site Plan
  - Landscape Plan (includes exterior lighting, signage, building finishes)
  - Grading, and Erosion Control Plan
  - Signage Plan
  - Elevations and Lot Corners
  - Owner(s) of Record Signature Block
  - Signature Block for Authority Chairman on Mylar
- Construction Drawings (3 copies only)
- Waiver Request letter
- Pay Review Fee
- Current Statement of Financial Condition of Applicant (may be marked "CONFIDENTIAL")
- Resume(s) of the Principal(s) and Key Employees of Applicant to include directors and officers, if a corporation
- A minimum of three references
- Lease Agreement (4 copies only)
- Completed FAA Form 7460-1, "Notice of Proposed Construction or Alteration", if applicable (1 copy only)

#### Post-Approval Requirements

Following approval of the Development Plan and prior to application to Adams County for any building, permit, the applicant shall deliver to the Authority:

- One set of final construction drawings, signed by a registered architect or professional engineer
- One complete plan map set prepared on mylar for signature by the Director of Aviation.
- Payment of Improvement Construction Fee, if applicable, within 30 days of Development Plan Approval.

#### Construction

- Obtain Approval from Bennett Fire Protection District
- Obtain Building Permit from Adams County with Airport approval
- Schedule Pre-Construction Meeting with Airport Staff and Contractor to review Airport safety requirements, operational restrictions, and coordination procedures
- Within thirty (30) days of project completion, submit reproducible Mylar as-built drawings of all improvements in accordance with Chapter VI of these Regulations.