OFFICIAL DEVELOPMENT PLAN (ODP) WAIVER
Submittal Requirements

* *Reference the ODP Sheet Template for layout and formatting guidance*
* *All items are required in PDF format, uploaded to the eTRAKiT online permitting and project application system*
* *All referenced criteria, specifications, manuals and templates can be found on the City's Development Review Resources page*

REQUIRED ITEMS

1. Review fee: $250
2. Recording fee (determined by City staff): $10 + $10/sheet
3. Authorization Letter: Letter from owner authorizing applicant to apply for the project on behalf of the owner. The letter must follow the City's format and should be on the owner's letterhead. Letter must include owner's full name, title, phone number, and email address. If the applicant is also the owner, this letter is not required.
4. If real property owner is a legal entity, applicant must provide evidence of authorization to sign on behalf of such entity. (i.e. Articles of Incorporation, Articles of Organization, Operating Agreement, Resolution from the Board of Directors, etc.)
5. Full name of the authorized signatory, a phone number and an email address
6. Improvement Location Certificate (ILC) or ALTA Survey
7. Written detailed description of the proposed use describing the operational characteristics and potential impact on the existing neighborhood.
8. ODP waiver plan set with all sheets in a single document, landscape orientation, oriented with north at top of page
9. Materials/color board (required for requests that involve material/color changes or matches to existing materials/colors)

DOCUMENT REQUIREMENTS

All Sheets:
1. Sheet size (landscape orientation): 8.5" x 11" up to 24" x 36", depending on request
2. Margins: ½" margin on all sides
3. Font size (all UPPER CASE lettering): Minimum 10 pt. font
4. Date of plan preparation and revision dates
5. Sheet number in the lower right-hand corner (Sheet # of #)
6. No images, color or grayscale elements (use only black and white line drawings)

Plan Set:
1. Contact information: Name, address, phone number and email of owner/developer, planner, engineer, landscape architect and architect (as applicable)
2. Vicinity map showing immediately adjacent properties, structures, existing land use, existing zoning and Comprehensive Land Use classification(s), streets, sidewalks, and curb sets.
3. Detail site plan showing location of the existing and proposed buildings and other structures, parking areas and number of available parking spaces for the special use, ingress and egress, outside trash and storage areas, and type of screening, fencing, and landscaping.
4. Existing floor plan and elevations of buildings or proposed construction or modifications as may be applicable.
5. Landscape plan (show existing and proposed, including any plant materials to be removed)