

**CONCEPT PLAN REQUIREMENTS**

**Fees:**

Concept Plan	\$500.00 + \$5.00 per lot
Technology Fee	\$50.00
Engineer Review Deposit	\$500.00 + \$5.00 per lot (non refundable)
Public Hearing Notice (Newspaper)	\$150.00
Property Owner Notice	\$5.00 per notified owner
Each additional revision/update or comment response	\$250.00

**Other Agency Fees.** The City of Manor does not assess nor collect fees for reviews of Subdivisions by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.

**Concept Plan Submittal Checklist**

Format. Concept Plans shall be submitted and drawn on eighteen by twenty four inch (18"x24") sheet(s) at a scale of one (1) inch equals one (1) hundred feet (1"=100') or one (1) inch equals two (2) hundred feet (1"=200') with all dimensions measured accurately to the nearest foot

The Concept Plan shall contain or have attached thereto:

\_\_\_\_\_ Sheet # \_\_\_\_\_ Name, address and phone numbers of the developer, record owner, and authorized agents (engineer, surveyor, land planner, etc.)

\_\_\_\_\_ Sheet # \_\_\_\_\_ Proposed name of the development; date revised and/or prepared; north indicator; scale.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Location map drawn at a scale of two thousand (2,000) feet per inch showing the area within a one (1) mile radius of the proposed subdivision. Use of the latest USGS 7.5 minute quadrangle map is recommended.

\_\_\_\_\_ Sheet # \_\_\_\_\_ A layout of the entire tract and its relationship to adjacent property, existing development and recorded plats.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Topographic contours at ten (10) foot intervals, or less, unless otherwise approved by the City.

- \_\_\_\_\_Sheet #\_\_\_\_\_ Proposed major categories of land use by acreage showing compatibility of land use with, or proposed variance from, the Master Plan.
- \_\_\_\_\_Sheet #\_\_\_\_\_ Proposed number of residential and non-residential lots, tracts or parcels of together with the estimated, number of LUE's required for each category of lots and traffic volume to be generated by all proposed development other than single family residential.
- \_\_\_\_\_Sheet #\_\_\_\_\_ Proposed and existing arterial and collector streets to serve the general area.
- \_\_\_\_\_Sheet #\_\_\_\_\_ Location of sites for parks, schools and other public uses, and all areas of common ownership.
- \_\_\_\_\_Sheet #\_\_\_\_\_ Significant drainage features and structures including any regulatory one hundred (100) year flood plains.
- \_\_\_\_\_Sheet #\_\_\_\_\_ Significant existing features on, or within 200 feet of, the property, such as railroads, roads, buildings, utilities and drainage structures.
- \_\_\_\_\_Sheet #\_\_\_\_\_ Approximate boundaries and anticipated timing of proposed phases of development and uses.
- \_\_\_\_\_Sheet #\_\_\_\_\_ Identification of known exceptional topographical, cultural, historical, archaeological, hydrological and other physical conditions of the property to be developed, or existing within two hundred (200) feet of the property, which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from those established minimum standards as defined in this Ordinance.
- \_\_\_\_\_Sheet #\_\_\_\_\_ Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the development or is contiguous to the development's boundary.
- \_\_\_\_\_Sheet #\_\_\_\_\_ A proposed phasing plan for the development of future sections.