

The Deadline to submit all required documents is 14 calendar days prior to the monthly Planning Commission meetings.

Monthly Planning Commission meetings are scheduled on the first Wednesday of each month at 6:00pm. Please make arrangements for the surveyor or property owner to attend this meeting.

Checklist of required documents:

- 1) Application with revision date of 11/17/22
- 2) 7 sets of full-size plans
- 3) digital copy of plans e-mailed to:  
saletwp@comcast.net
- 4) Signature on the application by the property owner,  
or a letter signed by the property owner designating  
an agent to sign.
- 5) Check for application fees.
- 6) List of abutting property owner's names and  
addresses