

TOWN OF SPRING LAKE
APPLICANT SUBMISSION CHECKLIST

Land Use and Development Review & Administration Manual

Form A-3

Version 1.0

Purpose

This checklist is intended to help applicants prepare a complete land use and development application.

Please review each item before submitting your application.

Completing this checklist helps reduce delays during the review process.

Note: Each application type may require additional documents or information. Refer to the specific application form for application-specific requirements.

Applicant Information

Applicant Name:

Project Name (if applicable):

Property Address:

Parcel Number(s):

Application Type(s):

Date:

Typical Application Materials

Please verify that the following items have been completed, as applicable.

- ☐ Land Use and Development Application Cover Sheet (Form A-1)
 - ☐ Applicable Land Use and Development Application Form(s)
 - ☐ Application Fee
 - ☐ Project Narrative (if applicable by the application)
 - ☐ Owner Authorization Form (if the applicant is not the property owner)
 - ☐ Legal Description (if applicable)
 - ☐ Site Plan (if applicable)
 - ☐ Parcel or Vicinity Map (if applicable)
 - ☐ All required signatures have been provided.
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Additional Application-Specific Requirements

Depending upon the type of application submitted, additional information may be required.

Refer to the applicable application form for any additional submittal requirements.

Examples may include:

- ☐ Building Elevations
- ☐ Floor Plans
- ☐ Landscape Plan
- ☐ Lighting Plan
- ☐ Parking Plan
- ☐ Utility Information
- ☐ Drainage Information
- ☐ Traffic Study
- ☐ Engineering Report
- ☐ Environmental Information

☐ Water Availability Information

☐ Other:

Before You Submit

Please verify the following:

- ☐ I have completed all required application forms.
 - ☐ I have included all documents required for my specific application.
 - ☐ All plans are legible and drawn to scale, when required.
 - ☐ The information submitted is complete and accurate to the best of my knowledge.
 - ☐ The application has been signed.
 - ☐ The required fee has been included.
 - ☐ I understand that the Town may request additional information during its review.
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Applicant Certification

I certify that I have reviewed this checklist and, to the best of my knowledge, have included all information required for my application.

I understand that completion of this checklist does **not** constitute a determination by the Town that my application is complete or ready for processing.

Applicant Signature:

Date:

Town Use Only

Date Received:

Received By:

Application Number:
