

## APPENDIX 2

### MINIMUM COMPLETENESS CHECKLIST

FAILURE TO SUBMIT ALL of the following information at the time of application WILL RESULT IN REFUSAL by the Planning Department to accept the plan for consideration at this month's Planning Commission meeting. There will be **NO** EXCEPTIONS.

- \_\_\_\_\_ Meet deadline  
(1 week prior to CCPC Mtg. for minor plans)  
(2 weeks prior to CCPC Mtg. for major/land development plans)
- \_\_\_\_\_ Application
- \_\_\_\_\_ Filing fee
- \_\_\_\_\_ 5 copies of plans
- \_\_\_\_\_ ALL of the following signatures/seals:
  - Surveyor's signature and seal;
  - Municipal signatures; and
  - Owner(s)' signature acknowledged by a notary
- \_\_\_\_\_ Suggested deed descriptions, if applicable, (not needed if it is a land development that does not involve boundary line changes)
- \_\_\_\_\_ Completed Final Plan Checklist