



# Concurrent Submission Declaration for Land Use Amendment and Development Permit Applications

PL 1249 (R2016-01)

LOC # _____ DP # _____ <p style="text-align: center;"><b>For office use only</b></p>
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Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

When a proposed development requires both a Land Use Amendment and a Development Permit to proceed, applicants have two submission options. Applicants can wait to submit the Development Permit until after the Land Use Amendment has been approved, or they can submit the Development Permit while the Land Use Amendment is still in progress. The second option is referred to as a “concurrent submission.” These two submission options allow the applicant to select the process that best suits the unique conditions of their application.

Planning & Development recommends that an applicant interested in the concurrent submission option request a Pre-Application Meeting before making their submission. At the Pre-Application Meeting, a planner will help the applicant determine which submission option is most appropriate for their application.

**Please select from the following:**

- A Pre-Application Meeting occurred. PE \_\_\_\_\_ - \_\_\_\_\_.
- I am aware a Pre-Application Meeting is recommended but I chose not to request one.

**Note:** This form is to be signed by the titled owner(s) of the property or their authorized agents or consultants.

***I, the  owner,  authorized agent, hereby declare that I understand my Land Use Amendment and Development Permit applications, as referenced above, will, at my request, be processed concurrently. I understand that my Development Permit application can only be approved by the Development Authority after the Land Use Amendment has been approved by Council.***

***I am aware that my Land Use Amendment application will be approved or refused at Council’s discretion, regardless of the results of my Pre-Application Meeting (if such meeting occurred) and the fact that my applications are proceeding concurrently. I understand that if my Land Use Amendment application is refused, my Development Permit application will be cancelled and any applicable refund will be provided in accordance with the Council-approved fee schedule. Further, I understand that if, after an unsuccessful Land Use Amendment application, I wish to modify my Development Permit application to meet the rules of the existing district, I must apply for a new Development Permit at my expense. Despite these risks, I still wish to proceed with the concurrent application option.***

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name (Please Print)