



**SUBMITTAL REQUIREMENTS**  
**FOR**  
**CODE INTERPRETATION REQUEST /**  
**PLANNING DIRECTOR DETERMINATION**

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The following is a checklist of the required information for submitting a TYPE I application. Applications will not be processed until all of the following material is submitted and determined technically complete. (BGMC 17.143.050, 17.200.050 and 17.135.010)

**TWO COPIES OF ALL OF THE BELOW ITEMS ARE REQUIRED FOR SUBMITTAL:**  
**(Please confirm with the City the applicability of the items listed below for your specific proposal)**

- APPLICATION FORM completed and signed by the owner(s) of record, their designee, or party of interest. If signed by a designee, a letter of authorization, signed by the property owner(s) shall accompany the application.
- WRITTEN NARRATIVE describing what is being proposed and why.

IF THIS CODE INTERPRETATION INVOLVES A SPECIFIC SITE, THE FOLLOWING ITEMS MAY BE NECESSARY:

- 11" X 17" QUARTER SECTION MAP, with the subject parcels identified.
- SCALED 24" X 36" and 11" x 17" PLAT SHOWING CURRENT CONDITIONS including size and location of all existing buildings, rights-of-way, easements, wells, watercourses, railroad lines, and any other important features relevant to the parcel(s).
- SCALED 24" X 36" and 11" x 17" PLAT INDICATING THE PROPOSED CONDITIONS including size and location of all existing buildings, rights-of-way, easements, wells, watercourses, railroad lines, and any other important features relevant to the parcel(s).
- COPIES OF ANY DEED RESTRICTIONS, i.e., Restrictive Covenants, etc.

- ANY SUPPLEMENTAL INFORMATION as required by the Community Development Director (Planning Director) or designee.
- APPLICATION FEE

**\*\*\*\*\* THIS SUBMITTAL REQUIREMENT LIST MUST BE SUBMITTED WITH APPLICATION \*\*\*\*\***