

Municipal Request for Review

This request must be submitted by the municipality to our office with the appropriate plans/information and fee.



To Be Completed By Municipality

Date: _____

Municipality: _____

Official's Name: _____

Municipal Official's Signature: _____
(Only applications with original signature will be accepted)

Position: _____

MCPC File Number (If Known): _____

Review Fee: Fee Attached \$ _____ ☐ Fee Not Applicable

Meeting Dates:

Municipal Planning Commission Date: _____

Governing Body Date: _____

☐ No Meeting Scheduled

To Be Completed By Applicant

Development Name: _____

Applicant Name: _____

Applicant Address: _____

Applicant's Representative: _____

Business Phone: _____

Business Email: _____

Zoning:

☐ Existing District

☐ Proposed District

Special Exception Granted ☐ Yes ☐ No

Variance Granted ☐ Yes ☐ No For _____

Plan Information:

Tax Parcel Number _____

Total Tract Area _____

Total Tract Area Impacted By Development _____

Type of Review Requested: (Check All Appropriate Boxes)

☐ Unofficial Sketch Plan (No Fee)

☐ Subdivision Plan

☐ Land Development Plan

Zoning Ordinance or Map Amendment

☐ Municipal (No Fee) ☐ Private Petitions (Fee)

☐ Subdivision Ordinance Amendment (No Fee)

Curative Amendment

☐ Municipal (No Fee) ☐ Private Petitions (Fee)

☐ Conditional Use (Fee)

☐ Other: _____

Type of Plan:

☐ Tentative (Sketch)

☐ Preliminary

☐ Final

Type of Submission:

☐ New Proposal

☐ Revision to Prior Proposal

☐ Phase of Prior Proposal

Plan Submission (Subdivision/Land Development Plans):

PLANS SUBMITTED AS (Check Appropriate Box):

☐ Paper
Copies

☐ Digital PDF Format
on CD

☐ Digital PDF Format
e-mailed to MCPC

Proposed Utilities:

Type		Capacity	
Water	Sewer	Water	Sewer
☐ Public	☐ Public	Available	☐ ☐
☐ Individual Well	On-Lot: ☐ Individual	Not Available	☐ ☐
☐ Community System	☐ Centralized	Unknown	☐ ☐

Land Use(s)	Number of New		Senior Housing		Open Space Acres	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

Additional Information: _____
