



PLANNING DEPARTMENT

900 Seventh Avenue
Garner, NC 27529
919.773.4449
www.garnernc.gov

- PLANNING SUBMITTAL REQUIREMENT CHECKLIST -

Project Name: _____

New Submittal

Re-Submittal

Application - New submittals only

Signed Owner Authorization - New submittals only

24"x36" folded to 9"x12" - 2 copies

Plan to also include lighting and landscaping

Comment Letter Responses

Re-submittals only

Neighborhood Meeting Packet

All Rezoning, Conditional Zonings and Special Use Permits require a neighborhood meeting prior to submittal and before presenting to council

Tree Survey

Results must be shown on plan sheets; Location, species and DBH

Stormwater Report

2 copies of stormwater documents for all new site and subdivision submittals

Transportation Impact Analysis (TIA)

If applicable, 3 copies must be submitted with new submittal or first re-submittal

Digital Submittal

Plan, documents, application, comment responses, stormwater, TIA, etc.

*All CAD files must be flattened before converting to PDF

Payment

Or transmittal letter with whom to call for payment - for all new submittals and for 4th submittals and subsequent submittals unless waived by Planning Director

Checked By: _____

Date/ Time Received: _____