

## TRC Submittal Process

### Abbreviated Site Plan Requirements

- 10 copies are required
- 11 by 17 copy required
- Digital File May be required. (case by case basis)
- Fee: \$250 plus \$10 per acre
- Five working days for review with no formal TRC meeting required

### Site Plan Requirements

- 13 copies are required
  - 11 by 17 copy required
  - Digital File Required (All changes must be reflected on the digital for TRC approval)
  - Developmental Plan Checklist
  - Fee: \$500 plus \$10 per acre
  - Submittal with ten working days review and a formal TRC meeting
- \*additional copies maybe required if within overlay districts (i.e. airport and highway development)

### Preliminary Plans

- 13 copies are required
- 11 by 17 copy required
- Digital File Required (All changes must be reflected on the digital for TRC approval)
- Initial Fee: \$400 plus \$5 per lot (legal advertisement billed to applicant upon receipt)
- Initial review twenty working days from receipt of plan with a TRC meeting
- Revisions to initial submittal do not usually require a TRC meeting
- No plan shall be advertised for Planning Board and City Council prior to TRC approval

### Final/Minor/Recombination Plats

- 10 copies are required
  - 11 by 17 copy required
  - Digital File Required (All changes must be reflected on the digital for TRC approval)
  - Fee: \$100 plus \$5 per lot
  - Does not require a formal TRC meeting
  - Review by TRC is five working days from date of receipt
- \*If applicable, approval for annexation by TRC shall be required before recording plats

### Annexations

- 8 copies required
- 11 by 17 copy required
- Digital File Required (All changes must be reflected on the digital for TRC approval)
- Initial Fee: \$350 (legal advertisement billed to applicant upon receipt)
- TRC review is five working days from date of submittal
- Annexation request, meets, and bounds description agreement not to withdraw shall be required prior to TRC approval

### Conditional Use Permits (Highway Development District, Airport Overlay District, etc.)

- 13 copies are required
- 11 by 17 copy required
- Digital File Required (All changes must be reflected on the digital for TRC approval)
- B6/B7 initial fee: \$500 plus \$10 per acre (legal advertisement billed to applicant upon receipt)
- PRD or CUD initial fee: \$500 plus \$10 per acre (legal advertisement billed to applicant upon receipt)
- All others (HDD, APD)initial fee: \$250 plus \$10 per acre (legal advertisement billed to applicant upon receipt)
- Submittal shall include application for CUP
- No plan shall be advertised for Planning Board and City Council prior to TRC