



**Department of Conservation and Development
Community Development Division
Application and Permit Center**

URBAN HOUSING DEVELOPMENT APPLICATION CHECKLIST

This Application Checklist must be completed and submitted with the UHD application.

- (1) ___ Completed Application Form with name(s) and address(es) of applicant(s) and property owner(s).
- (2) ___ Submittal of signed "Important Notice to Applicants and Property Owners" form and "UHD Qualifying Lot Location" and "UHD Additional Qualifications" Screening Forms.
- (3) ___ Payment of application fees.
- (4) ___ Site address and assessor's parcel number for the lot.
- (5) ___ Size, indicating dimensions and square footage of the existing and proposed dwelling units.
- (6) ___ One multi-page PDF file for legible plans that are ¼" = 1'-0" scaled, 18" x 24" minimum sheet size. The plan set shall include the following:
 - (A) A north arrow to indicate parcel orientation.
 - (B) Lot dimensions with labels for all property lines.
 - (C) Lot size (in square feet).
 - (D) Siting and location of the existing and proposed dwelling units.
 - (E) Floor plan configuration of the existing and the proposed dwelling units.
 - (F) All other existing improvements, including driveways and parking areas.
 - (G) If a new entrance/driveway is proposed for the proposed dwelling units other than the existing entrance/driveway, an encroachment permit may be required for review and consideration of the Public Works Department.
 - (H) Location of all trees (species, size, and dripline) which are 6.5 inches in diameter or greater measured 4½ feet above the ground within 50 feet of the proposed project.
 - (I) Exterior design of the existing and proposed residential units. "Exterior design" includes exterior features, such as entrances, windows, and roof.
- (7) ___ Color photographs of the existing dwelling units and surrounding properties taken from each of the property lines of the project site.
- (8) ___ Location and description of water and sanitary services for the existing and proposed dwelling units.
- (9) ___ Statement that the application includes all-electric buildings only.
- (10) ___ Property owner's consent to physical inspection of the premises.
- (11) ___ Written legal description of the property.