

EXHIBIT A

Sec. 156.037. – Application.

(A) The applicant seeking subdivision approval shall proceed with the filing of applications for preliminary and final plat approvals. Preliminary and final plat applications may be processed simultaneously at the request of the applicant

(B) An application for development shall include the items specified in sections 156.055 through 156.059 which constitutes a checklist of items to be submitted for subdivision review and approval. Projects that include townhouse developments must also submit a site plan or PUD concept plan, showing all proposed development, with the application for subdivision plat approval as stated in Section 158.218.

(C) A subdivision application shall be complete for purposes of commencing the applicable time period for action when so certified by the Director of Planning and Zoning. In the event such certification of the application is not made within forty-five (45) days of the date of its submission, the application shall be deemed complete upon the expiration of the 45-day period for purposes of commencing the applicable time period unless:

- (1) The applicant lacks information indicated on the checklist of items to be submitted specified in sections 156.055 through 156.059 and provided in writing to the applicant; and
- (2) The Director of Planning and Zoning has notified the applicant, in writing, of the deficiencies in the application within forty-five (45) days of submission of the application.

(D) The Site Plan Review Committee may subsequently require correction of any information found to be in error and submission of additional information not specified in this chapter, as is reasonably necessary to make an informed decision. The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required by the Committee.