



SEPARATE DOCUMENT

SUBMITTAL CHECKLIST

Separate Document (SD) applications submitted to the Map Team shall include all the documents listed in this checklist. Applications will not be accepted for processing until each of the required documents have been provided and the applicable fees have been paid. **File naming conventions must be followed** – see required file names for each document on the checklist. See the [Separate Document](#) page on our website for additional information.

NEW SUBMITTAL

DOCUMENT	FILE NAMING
<input type="checkbox"/> Application (one application/fee per project)	APP
<input type="checkbox"/> Copy of the request requiring Separate Document application ¹	SDREQ
<input type="checkbox"/> Deed	DEED
<input type="checkbox"/> Corporate documents/signing authority ²	AUTH
<input type="checkbox"/> Legal description of the area being granted or dedicated	LD
<input type="checkbox"/> Affordable Housing Application/Certification Form, if required	AHP

FOOTNOTES:

1. Examples of this request:
 - a. Development Review Improvement Plans
 - b. Development Review Drainage Study Approval Letter
 - c. Building Department correspondence
 - d. Current Planning Land Use document / Notice of Final Action
2. Corporate documents/signing authority is required if ownership is a corporation, partnership, trust or utilizes an authorized agent. Copy of marriage license if title was taken as "married man/married woman". NOTE: Spouse will be required to sign all documents.

EXTENSION OF TIME SUBMITTAL

DOCUMENT	FILE NAMING
<input type="checkbox"/> Application	APP