

Specifications for Submissions to the Southport Planning Board & Board of Aldermen

1. Prior to the filing of an application requiring the approval of the Planning Board and/or the Board of Aldermen, the applicant shall submit to the Administrator a sketch or preliminary design plan for the proposal. Four (4) copies of all materials containing the information required by the pertinent section of the UDO shall be submitted.
2. The Administrator, together with City staff shall have thirty (30) days in which to determine the completeness of the submission. It is the intent during this period to outline significant issues such as access, layout, development constraints, availability of and proximity to utilities, environmental impacts and/or pertinent zoning regulations. Missing or incomplete information is to be supplied by the applicant during this period. The Administrator may extend this period to allow the applicant to complete the application, and staff to review the material submitted.
3. Upon determination of completeness, the application will then be placed on the next available Planning Board agenda.
4. **Upon notification of placement on the agenda**, all materials submitted shall be delivered to the Building Inspector's Office by no later than the Wednesday one week before the scheduled meeting. Materials intended for the Board of Aldermen's Regular Meeting shall be submitted no later than the Monday one week before the scheduled meeting to the City Manager's Office.

Materials submitted after that date will be scheduled for the next meeting.

5. All materials larger than 8 ½ x 11 will require twelve (12) copies. These copies should be collated and folded to fit into a 9 x 12 folder.
6. All materials larger than 8 ½ x 11 should be accompanied by one (1) reduced copy reproducible at 8 ½ x 11.
7. Materials in color, regardless of size, should be collated and folded (if required), no less than twelve (12) copies. Materials reproducible in black and white need only one (1) copy submitted.

If you have any questions about submissions call Michele Windham at 457-7925.

Planning Board meetings are the third Thursday of each month at 7:00 PM in the Aldermen's Chambers at City Hall.

Board of Aldermen meetings are the second Thursday of each month at 7:30 PM in the Aldermen's Chambers at City Hall.