

CHECK LIST
For
OPTIONAL LAND STUDY

For Initial Submittal, please provide:

- _____ Completed Application (Including Owner's Signature or letter of authorization)
- _____ Appropriate fee to City of DeSoto
- _____ The original tax certificates, (for City and School taxes) for each lot or tract of land involved in Optional Land Study.
- _____ 22 folded copies (24 x 36) of Optional Land Study for review

Once staff review is complete and corrections are made, please submit:

- _____ 12 folded copies (24 x 36) of the Optional Land Study
- _____ 1 copy (11 x 17) of Optional Land Study
- _____ *Digital presentation materials (i.e., power point) for P&Z meeting.

****The City of DeSoto requires that all digital presentation materials (i.e., power point), for P&Z meetings, must be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***