

# SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

This checklist will be used to verify the completeness of site plans submitted for review by the Environmental Planning Commission and Development Review Board. Because development proposals vary in type and scale, there may be submittal requirements that are not specified here. More details and/or minor changes may be necessary as the project progresses through DRB and building permit reviews. Certification of completeness as specified below is required.

**I CERTIFY THAT THE SUBMITTED SITE DEVELOPMENT PLAN IS COMPLETE AND ACCURATE, AND THAT ALL APPLICABLE INFORMATION AS SPECIFIED IN THIS CHECKLIST IS PROVIDED. I ACKNOWLEDGE THAT MORE DETAILS AND/OR MINOR CHANGES MAY BE NECESSARY AS THE PROJECT PROGRESSES THROUGH THE REVIEW PROCESSES. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT REJECTION OR DEFERRAL OF THE APPLICATION.**

\_\_\_\_\_  
Applicant or Agent Signature / Date

**NOTE: MAXIMUM SIZE FOR SUBMITTAL IS 24" X 36", or as pre-approved by Planning Staff**

Site development plan packets shall be composed of the following plan sheets (unless otherwise approved in writing):

1. **Site Plan** (including easements with recording information)
2. **Landscaping Plan**
3. **Conceptual Grading and Drainage Plan** (a separate Grading Plan sheet is required for sites > 1 acre)
4. **Conceptual Utility Plan** (for sites less than one acre, Utility Plan may be shown on Site Plan)
5. **Building and Structure Elevations**
6. **Previously approved Development Plan** (if applicable)

***Submitted plan packets must be organized in the above manner. The following checklist describes the minimum information necessary for each plan element. Please refer to the City's DPM, Zoning Code and any applicable Sector Development Plan and Master Development Plan for specific design requirements for the elements listed below. The Applicant must include all checklist items on their site plan drawings and confirm inclusion by checking off the items below. Non-applicable items must be labeled "N/A." Each non-applicable designation must be explained by notation on the Checklist.***

## Accompanying Material

X A. 8-1/2" x 11" reduction for each plan sheet & electronic copy (pdf) of Site Development Plan

X B. **Written project summary.** Each application must include a brief narrative description of the proposed project, its primary features and how compatibility with the surrounding context has been achieved.

## SHEET #1 – SITE PLAN

### A. General Information

X 1. Date of drawing and/or last revision

X 2. Scale:

1.0 acre or less 1" = 10' ←

1.0 - 5.0 acres 1" = 20'

[other scales, if approved by staff]

Over 5 acres 1" = 50'

Over 20 acres 1" = 100'

X 3. Bar scale

X 4. North arrow

X 5. Vicinity map

X 6. Signature Block (for DRB site dev. plans)

X 7. Property lines (clearly identify)

X 8. Existing easements on the site and within 20 ft. of the site with recording information;  
proposed easements on the site

N/A 9. Phases of development including location and square footages of structures, circulation,  
parking and landscaping

X 10. Indicate existing structures and easements (with recording information) within 20 ft. of the site

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## B. Proposed Development

### 1. Structural

- X 1. Location of existing & proposed structures on the site (distinguish between existing & proposed, include phasing)
- X 2. Dimensions and square footage of each structure
- X 3. Proposed use of each structure
- X 4. Walls, fences, and screening: indicate height, length, color and materials
- N/A 5. Loading facilities
- N/A 6. Conceptual site lighting (indicate general location & maximum height)
- X 7. Location of refuse container and enclosure
- X 8. Site amenities including patios, benches, tables (indicating square footage of patios/ plazas)

### 2. Parking and Circulation

- X A. Parking layout with spaces numbered per aisle and totaled.
  - X 1. **Location and typical dimensions**, including handicapped spaces
  - X 2. **Calculations:** spaces required: 65 provided: 61  
  
Handicapped spaces (included in required total) required: 4 provided: 4  
Motorcycle spaces (in addition to required total) required: 3 provided: 4
- X B. Bicycle parking & facilities
  - X 1. Bicycle racks, spaces required: 28 provided: 28
  - X 2. Bikeways and other bicycle facilities, if applicable
- X C. Public Transit
  - X 1. Bus facilities, including routes, bays and shelters existing or required
- X D. Pedestrian Circulation
  - X 1. Location and dimensions of all sidewalks and pedestrian paths
  - X 2. Location and dimension of drive aisle crossings, including paving treatment
  - X 3. Location of proposed and existing public sidewalk; define distance from back of curb to sidewalk
- X E. Vehicular Circulation (Refer to Chapter 23 of DPM for design requirements)
  - X 1. Ingress and egress locations, including width and curve radii dimensions
  - X 2. Drive aisle locations, including width and curve radii dimensions
  - X 3. End aisle locations, including width and curve radii dimensions
  - X 4. Location & orientation of refuse enclosure, with dimensions
  - X 5. Curb cut locations and dimensions
  - X 6. Existing and proposed street widths, right-of-way widths and curve radii
  - X 7. Identify existing and proposed turn lanes, deceleration lanes and similar features related to the functioning of the proposal, with dimensions
  - X 8. Location of traffic signs and signals related to the functioning of the proposal
  - X 9. Identify existing and proposed medians and median cuts

### 3. Phasing – This is required information if phasing of project is anticipated

- N/A Proposed phasing of improvements and provision for interim facilities. Indicate phasing plan, including location and square footage of structures and associated improvements including circulation, parking and landscaping.

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## SHEET #2 – LANDSCAPING PLAN

Landscaping may be shown on sheet #1 with written approval from Planning Department staff

- X 1. Scale - must be same as scale on sheet #1 - Site Plan
- X 2. Bar Scale
- X 3. North Arrow
- X 4. Property Lines
- X 5. Existing and proposed easements
- X 6. Statement of Landscaping Responsibility for Maintenance (Landscape Agreement will be required for landscape in public right-of-way prior to Building Permit)
- X 7. Statement of compliance with Water Conservation Ordinance, see §6-1-1
- X 8. Statement of compliance with §14-16-3-10, General Landscaping Regulations
- X 9. Identify location and size (SF) of all landscaping areas, including:
  - A. Type, location and size of trees (common and/or botanical names)
  - B. Type and location of all ground cover material (organic/inorganic)
  - C. Existing vegetation, indicating whether it is to be preserved or removed
  - D. Ponding areas either for drainage or landscaping/recreational use
  - E. Turf area – only 20% of landscaped area can be high water-use turf
- X 10. Landscape calculation table:
  - A. Required and Provided Landscape Area – square footage and percent
  - B. Required and Provided Trees (street, parking lot, screening, etc.)
- X 11. Street Tree Plan as defined in the Street Tree Ordinance (see §6-6-2)
- X 12. Verification of adequate sight distance
- X 13. Provide a plant list of shrubs, grasses, and perennials

## SHEET # 3 – CONCEPTUAL GRADING and DRAINAGE PLAN

The Conceptual Grading and Drainage Plan provides the Planning Commission and DRB with an understanding of site topography and how it relates to adjacent property. The City Engineer or her/his designee may waive or allow adjustments to the Conceptual Grading and Drainage Plan requirements for sites that are already developed or are small, relatively flat and have no existing or proposed extraordinary drainage facilities. Waivers must be obtained in writing from the City Engineer prior to application submittal.

### A. General Information

- X 1. Scale - must be same as Sheet #1 - Site Plan
- X 2. Bar Scale
- X 3. North Arrow
- X 4. Property Lines
- X 5. Building footprints
- X 6. Location of Retaining walls

### B. Grading Information

- X 1. Provide a narrative description of existing site topography, proposed grading improvements, flood zone status, and topography within 20 feet of the site.
- X 2. Show existing and proposed contours, retaining wall heights, approximate street (drive entrance/parking lot) slopes.
- X 3. Identify whether ponding is required
- X 4. Indicate Finished Floor Elevation and provide spot elevations for all corners of the site (existing and proposed) and points of maximum cut or fill exceeding 1 foot.

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- X 5. Cross Sections  
Provide cross section for all perimeter property lines where the grade change is greater than 4 feet at the point of the greatest grade change.
- X 6. In addition to the above, the following must be provided for DRB applications:
  - A. Conceptual onsite drainage system
  - B. For sites 5 acres or greater or for sites where drainage infrastructure is required, a Drainage Report is required.

### SHEET #4 – UTILITY PLAN

If site is less than one acre, the Utility Plan may be shown on sheet #1

- X 1. Fire hydrant locations, existing and proposed.
- X 2. Distribution lines
- X 3. Right-of-Way and easements, existing and proposed, on the property and adjacent to the boundaries, with identification of types and dimensions.
- X 4. Existing water, sewer, storm drainage facilities (public and/or private).
- X 5. Proposed water, sewer, storm drainage facilities (public and/or private)

### SHEET #5 BUILDING AND STRUCTURE ELEVATIONS

#### A. General Information

- X 1. Scale (minimum of 1/8" or as approved by Planning Staff)
- X 2. Bar Scale
- X 3. Detailed Building Elevations for each facade
  - X a. Identify facade orientation (north, south, east, & west)
  - X b. Facade dimensions including overall height and width of building and major building articulation elements such as doors and windows (to determine compliance with zoning or other regulations)
  - X c. Materials and colors of principle building elements – façade, roof, windows, doors, etc.
  - X d. 8½" x 11" color renderings or similar illustrations (2 for DRB and 10 for EPC)
- X 4. Dimensions, colors and materials of Refuse Enclosure
- N/A 5. Site Development Plans for single family residential projects with multiple units may require submittal of specific information on building features in lieu of elevation drawings for each building. Applicants are advised to discuss submittal requirements with Planning Department staff.

#### B. Signage

- X 1. Site location(s)
- X 2. Sign elevations to scale
- X 3. Dimensions, including height and width
- X 4. Sign face area - dimensions and square footage clearly indicated
- X 5. Lighting
- X 6. Materials and colors for sign face and structural elements
- X 7. Verification of adequate sight distance