

# SITE DEVELOPMENT PLAN FOR BUILDING PERMIT CHECKLIST

Revised: 9/28/2006

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. Nonetheless, applicants are responsible for providing a complete submittal. Certification 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. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT REJECTION OF THE APPLICATION OR IN A DELAY OF ONE MONTH OR MORE IN THE DATE THE APPLICATION IS SCHEDULED FOR PUBLIC HEARING.**

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

## NOTE: MAXIMUM SIZE FOR SUBMITTAL IS 24" X 36".

Site development plan packets shall be composed of the following plan sheets (unless otherwise approved in writing prior to submittal by the Planning Department):

1. **Site Plan** (including utilities and easements)
2. **Landscaping Plan**
3. **Preliminary Grading Plan** (A separate Grading Plan sheet is required for a sites 1 acre or more.)
4. **Building and Structure Elevations**
5. **Conceptual Utility Plan**
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. **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

- ☐ A. 8-1/2" x 11" reduction for each plan sheet.
- ☒ 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

- ☒ 1. Date of drawing and/or last revision
- ☒ 2. Scale: 1.0 acre or less 1" = 10'  
1.0 - 5.0 acres 1" = 20'  
Over 5 acres 1" = 50'  
Over 20 acres 1" = 100' [Other scales as approved by staff]
- ☒ 3. Bar scale
- ☒ 4. North arrow
- ☒ 5. Scaled vicinity map
- ☒ 6. Property lines (clearly identify)
- ☒ 7. Existing and proposed easements (identify each)

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- ☒ 8. Phases of development including location and square footages of structures, circulation, parking and landscaping

## B. Proposed Development

### 1. Structural

- ☒ A. Location of existing and proposed structures (distinguish between existing & proposed)  
☒ B. Square footage of each structure  
☒ C. Proposed use of each structure  
☒ D. Temporary structures, signs and other improvements  
☒ E. Walls, fences, and screening: indicate height, length, color and materials  
☒ F. Dimensions of all principal site elements or typical dimensions thereof  
☒ G. Loading facilities  
☒ H. Site lighting (indicate height & fixture type)  
☒ I. Indicate structures within 20 feet of site  
☒ J. Elevation drawing of refuse container and enclosure, if applicable.

### 2. Parking and Internal Circulation

- ☒ A. Parking layout with spaces numbered per aisle and totaled.  
☒ 1. **Location and typical dimensions**, including handicapped spaces  
☒ 2. **Calculations:** spaces required: 247 provided: 325  
Handicapped spaces required: 8 provided: 8
- ☒ B. Bicycle parking & facilities  
☒ 1. Bicycle racks, spaces required: 13  
provided: 15  
☒ 2. Other bicycle facilities, if applicable
- ☒ C. Vehicular Circulation (Refer to Chapter 23 of DPM)  
☒ 1. Ingress and egress locations, including width and curve radii dimensions  
☒ 2. Drive aisle locations, including width and curve radii dimensions  
☒ 3. End aisle locations, including width and curve radii dimensions  
☒ 4. Location & orientation of refuse enclosure, with dimensions  
☒ 5. Curb cut locations and dimensions
- ☒ D. Pedestrian Circulation  
☒ 1. Location and dimensions of all sidewalks and pedestrian paths  
☒ 2. Location and dimension of drive aisle crossings, including paving treatment  
☒ 3. Location and description of amenities, including patios, benches, tables, etc.

### 3. Streets and Circulation

- ☒ A. Locate and identify adjacent public and private streets and alleys.  
☒ 1. Existing and proposed pavement widths, right-of-way widths and curve radii  
☒ 2. Identify existing and proposed turn lanes, deceleration lanes and similar features related to the functioning of the proposal, with dimensions  
☒ 3. Location of traffic signs and signals related to the functioning of the proposal  
☒ 4. Identify existing and proposed medians and median cuts  
☒ 5. Sidewalk widths and locations, existing and proposed

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- ☒ B. Identify Alternate transportation facilities within site or adjacent to site
  - ☒ 1. Bikeways and bike-related facilities
  - ☒ 2. Pedestrian trails and linkages
  - ☒ 3. Bus facilities, including routes, bays and shelters existing or required

## 4. Utilities

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

## 5. Phasing

- ☒ 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.

## SHEET #2 - LANDSCAPING PLAN

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

- ☒ 1. Scale - must be same as scale on sheet #1 - Site plan
- ☒ 2. Bar Scale
- ☒ 3. North Arrow
- ☒ 4. Property Lines
- ☒ 5. Existing and proposed easements
- ☒ 6. Identify nature of ground cover materials
  - ☐ A. Impervious areas (pavement, sidewalks, slope pavings, curb and gutters, etc.)
  - ☐ B. Pervious areas (planting beds, grass, ground cover vegetation, etc.)
  - ☐ C. Ponding areas either for drainage or landscaping/recreational use
- ☒ 7. Identify type, location and size of plantings (common and/or botanical names).
  - ☐ A. Existing, indicating whether it is to preserved or removed.
  - ☐ B. Proposed, to be established for general landscaping.
  - ☐ C. Proposed, to be established for screening/buffering.
- ☒ 8. Describe irrigation system - Phase I & II . . .
- ☒ 9. Planting Beds, indicating square footage of each bed
- ☒ 10. Turf Area - only 20% of landscaped area can be high water turf; provide square footage and percentage.
- ☒ 11. Responsibility for Maintenance (statement)
- ☒ 12. Statement of compliance with Water Conservation... Ordinance, see article 6-1-1-1.
- ☒ 13. Landscaped area requirement; square footage and percent (specify clearly on plan)
- ☒ 14. Landscaped area provided; square footage and percent (specify clearly on plan)
- ☒ 15. Planting or tree well detail
- ☒ 16. Street Tree Plan as defined in the Street Tree Ordinance

## SHEET #3 -PRELIMINARY GRADING PLAN -

The Preliminary Grading Plan provides the Planning Commission and staff with an understanding of site topography and how it relates to adjacent property. Planning staff may waive or allow adjustments to the Preliminary Grading Plan requirements for sites that are small, relatively flat and have no

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existing or proposed extraordinary drainage facilities. Waivers must be obtained in writing from the City Engineer prior to application submittal.

Grading information for sites that are under 1 acre can be included on Sheet #1.

## A. General Information

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

## B. Grading Information

- ☒ 1. On the plan sheet, provide a narrative description of existing site topography, proposed grading improvements and topography within 100 feet of the site.
- ☒ 2. 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.
- ☒ 3. Identify ponding areas, erosion and sediment control facilities.
- ☒ 4. 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. Provide one additional cross section in each direction within no more than 100 feet of the reference point.

# SHEET #4 - BUILDING AND STRUCTURE ELEVATIONS

## A. General Information

- ☒ A. Scale (minimum of 1/8" or as approved by Planning Staff).
- ☒ B. Bar Scale
- ☒ C. Detailed Building Elevations for each facade
  - ☒ 1. Identify facade orientation
  - ☒ 2. Dimensions of facade elements, including overall height and width
  - ☒ 3. Location, material and colors of windows, doors and framing
  - ☒ 4. Materials and colors of all building elements and structures
  - ☐ 5. For EPC and DRB submittals only – color renderings or similar illustrations
- ☒ E. 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 discussed submittal requirements with Planning Department staff.

## B. Signage

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