

DEVELOPMENT PLAN FILING INSTRUCTIONS

PURPOSE:

A development plan review provides a review process for medium to large expansions or new projects whereby the anticipated uses are permitted by the district in which the proposal is located. Because of the scale of the proposal, Planning Commission/City Council review is needed to assure that the project will be compatible with existing or expected neighboring improvements and that adequate public facilities are available to serve the project (see Article 70 of the Zoning Regulations).

Applicant: The following list includes all the items you must normally submit for a complete application. Certain items may not apply to your project. If you are unsure, ask Planning staff. If your application is incomplete, the application will be delayed.

ITEMS TO BE SUBMITTED:

- ☐ Completed Project Application form
- ☐ Five (5) folded* copies of the site plan, drawn to scale, and one (1) 8½” x 11” reduction which includes:
 - ☐ Legend that includes:
 - Property owner/applicant
 - Site information including parcel size
 - Building square footage
 - Required and proposed parking
 - Parking lot landscaping and shading percentage
 - ☐ Dimensioned property lines and all building setbacks
 - ☐ All existing improvements; indicate those to be removed and those to remain
 - ☐ All proposed buildings and other improvements, i.e., fences, parking lot, etc.
 - ☐ Adjoining street(s) and all proposed right-of-way improvements including streets, curb, gutter, and sidewalks
 - ☐ All public and private easements
 - ☐ Parking lot layout, including pedestrian ways and truck loading areas
 - ☐ Preliminary landscape plan that meets ordinance standards; include existing trees (both those to be removed and those to be saved)
 - ☐ Location, size, shape, height, material, and type of signs; if there are multiple signs, a uniform sign plan should be developed
 - ☐ Location and screening of trash enclosures
- ☐ Five (5) folded* copies and one (1) 8½” x 11” reduction of building elevations (for new and to be remodeled commercial, industrial, and multifamily uses)
- ☐ One (1) color rendering of building elevation
- ☐ Completed Initial Study
- ☐ Appropriate fee

*** NOTE: Maps must be folded or the submission will not be accepted.**