



Site Plan Review Checklist

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED
 For a complete list of required guidelines, refer to Section 1103.07 of the City Code

Applicant Check-in		City Check-in
	<p>Electronic file(s) and printed copy of the following:</p> <ol style="list-style-type: none"> 1. Written narrative describing and defining the proposed project. 2. Name of project and project location including a vicinity map. 3. A scaled site plan signed and dated with north point and engineering scale: 4. The site plan is to contain the following the following features, both existing and proposed, drawn by a Registered Engineer, Architect, Landscape Architect and/or Land Surveyor: <ol style="list-style-type: none"> a. Contours at a minimum interval of (2) two feet. b. Adjacent and on-site streets and street rights-of-way. c. Utilities and utility right-of-way easements, pipe elevations and sizes. d. Buildings (dimensions, square footage, first floor elevation, etc). e. Setbacks, required and proposed. f. Parking and loading facilities. g. Surface water collection and conveyance features: surface water ponds, ditches and wetlands. h. Pedestrian circulation plan: crosswalks, sidewalks and trails. i. The location of tree cover, including the designation of trees of fifteen (15) inches in diameter or more. j. Fences and retaining walls. k. Shielded exterior refuse collection and/or HVAC equipment areas. l. Landscaping, including species and minimum size (refer to Section 1107.03 Screening and Landscaping). m. Traffic flow on and off-site. n. Height of buildings, exterior elevation sheet – all four sides. o. Project data including square footage of buildings and number of parking spaces. p. A description of proposed exterior finish materials. q. Lighting plan. r. The Zoning Administrator may waive any of the above elements. 5. The Zoning Administrator may require the developer to submit additional items if he or she feels that they are important for adequate understanding of the project by the Planning Commission, City Council and/or public. 6. Legal description and street address of the property proposed to be reclassified. 7. Proof of ownership of property or signature of property owner on the application. 	
	Permit application fee: \$300.00	
	Completed application form	
	Other (if applicable)	

ALL PLANNING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED REVIEW COSTS. LEGAL, ENGINEERING, AND ASSOCIATED REVIEW COSTS ARE THE RESPONSIBILITY OF THE APPLICANT