



Checklist for Submittal of Final Development Plans

The following is an outline of required drawings and information that must be submitted in support of a final development plan application. All applications must be preceded by a pre-application conference with the Development Review Committee staff. Applications will be heard by the Planning Commission in accordance with the Commission's [2022 Calendar](#).

- ☐ [Application](#)
- ☐ One copy of the complete set of plans. Drawings should generally be on 24 X 36 inch sheets of paper. Larger sheets of paper may be necessary for large projects.
- ☐ One digital set of plans in PDF format at a resolution of 300 dpi or greater.
- ☐ **Site plan** must include:
 - ☐ General site information and details:
 - ☐ north arrow
 - ☐ scale
 - ☐ all existing structures to remain and all proposed structures, including but not limited to, parking areas, sidewalks, and other paved surfaces
 - ☐ locations of all screen walls, decorative walls, retaining walls, pocket parks and any other site amenities
 - ☐ all existing and proposed public street right-of-way internal and immediately adjacent to the project with centerline locations
 - ☐ all existing drives, intersections and curb cuts to remain and all proposed new drives, intersections and curb cuts with dimensioned radii and curb return radii
 - ☐ all existing and proposed median breaks and turn lanes with dimensions and radii
 - ☐ all pertinent information for adjacent development such as the locations of public and private driveways, streets, sidewalks, medians, retaining walls, and easements

- ☐ the proposed location of any project identification signs and monument signs
- ☐ all public easements
- ☐ Site plans shall include a data table with the following information:
 - ☐ land area for each zoning district
 - ☐ total building floor area, site floor area ratio
 - ☐ number of dwelling units, overall density of the development and the density of each zoning district
 - ☐ required number of parking stalls and provided number of parking stalls for standard and ADA parking
- ☐ Site plans must indicate the following site dimensions:
 - ☐ Building to building
 - ☐ Building to property line
 - ☐ Parking area to property line
 - ☐ Overall site perimeter dimensions
 - ☐ Widths of public streets and private access ways
 - ☐ Internal parking area dimensions
 - ☐ Sidewalk width
 - ☐ Easement width

Civil drawings should include drainage and stormwater management information.

- ☐ Civil drawings shall include existing and proposed drainage pipe systems, ponds, lakes, stream corridors and Stormwater Treatment Facilities (STFs). The facilities shall be shown in the approximate size and shape and shall also be labeled by type of facility.
- ☐ A Stormwater Management Study is required to be submitted along with the drawings for all developments.
- ☐ Civil plans shall include the following existing and approved, but not built, infrastructure:
 - ☐ streets
 - ☐ culverts
 - ☐ STFs
 - ☐ detention ponds
 - ☐ paved or earthen ditches
 - ☐ storm sewer lines and inlets

- ☐ Civil plans shall include a slope analysis that graphically identifies the following slope ranges:
 - 0% to 5% slope
 - 6% to 10% slope
 - 11% to 17% slope
 - 18% slope and greater
- ☐ Civil plans shall include finish and existing grades for the site at a minimum two-foot contour interval.

Landscape plans shall include the entire site on a single sheet of paper, additional drawings may be submitted that are an enlarged scale or tiled drawings of the overall project on separate sheets.

- ☐ Landscape plans shall meet the requirements of City Code [Section 415, Article III](#) or [Design Standards](#) (pg 19), whichever is applicable.
- ☐ The landscape plan shall include a plant schedule that indicates the name, total number, and size of all plant materials.
- ☐ Landscape plans shall include all plant materials that are to be used for screening of buildings, mechanical equipment, loading areas, and any other features on the site.
- ☐ All plantings used in STFs.
- ☐ Landscape plans shall be sealed by a licensed landscape architect.

Photometric Plans shall include the locations, height and style of all parking lot and site lighting.

- ☐ A light fixture schedule shall be provided for sites that have multiple types of light fixtures.
- ☐ Photometric plans shall include a point by point grid indicating the footcandle power of the light fixtures onto the site per the Site Design Standards.

Architectural drawings shall be provided for each building type proposed in the development.

- ☐ Architectural drawings shall be submitted at an architect scale. A building floor plan, elevation drawing, and wall section shall each be submitted on single sheets of paper, additional drawings may be submitted that are at an enlarged scale or tiled drawings on separate sheets.
- ☐ Floor plans for each floor of each type of building shall be provided.

- ☐ Building elevations shall be drawn with patterns and symbols to indicate materials and textures. A description of the materials and colors shall be indicated in a materials schedule on the drawings.
- ☐ A rendered elevation shall be provided for each building type.
- ☐ A rendered or color materials chart, or a sample board of the building materials, shall be provided.
- ☐ Building elevations shall indicate the proposed sign envelope or the sign location for each building facade.
- ☐ The wall section shall include the parapet, mansard or other roof forms and shall indicate how all roof-top mechanical equipment is to be screened.

Optional: Private sign criteria may be submitted as a supplement to a final development plan application for review of all signage for new development.