



Checklist for Submittal of Preliminary Development Plans

The following is an outline of required drawings and information that must be submitted in support of a preliminary 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 Calendar posted on the City website.

- Application form
- Project narrative
- 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 electronic set of plans.
- Overall site plan** must be on a single sheet of paper. The size of the paper shall accommodate the entire boundary of the project and adjacent properties within 200 feet of the subject property. More detailed plans may be submitted on separate sheets at an enlarged scale. Site plans shall include:
 - Site data table with land area for each zoning district, total building floor area, site floor area ratio, number of dwelling units, density of residential development, required number of parking stalls and provided number of parking stalls
 - North arrow and scale
 - Locations of all proposed (and existing that are to remain) buildings and structures, parking areas, drives, walks, screening, decorative walls, retaining walls, amenity structures, pocket parks and any other paved surfaces on the site
 - All public streets
 - Any easements
- 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
- With regard to areas within two hundred (200) feet of the subject property, plans must show:
 - Any streets which are of public record
 - Any drives which exist or which are proposed to the degree that they appear on plans on file with the City, except those serving single-family houses.
 - Any buildings which exist or are proposed to the degree that their location and size are shown on plans on file with the City. Single- and two-family residential buildings may be shown in approximate location and general size and shape.
- Conceptual drainage and stormwater management plans** must be prepared.
- An overall drainage plan shall be provided at an engineer scale that is suitable for accurate measurements; additional drawings may be submitted that are at an enlarged scale or on tiled drawings of the overall project on separate sheets.
- Drainage 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
- Drainage 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
- The conceptual stormwater management plan shall include all of the stormwater treatment facilities that are proposed. The facilities shall be shown in the approximate size and shape and also be labeled by type of facility.
- A conceptual drainage plan shall include all information requested by city staff following a pre-application conference, including but not limited to, existing drainage channels and pipe systems, ponds, lakes, stream corridors and stormwater treatment facilities (STFs).
- A Stormwater Management Study is required to be submitted along with the site plans for all developments, unless waived by the Director of Public Works.

- Conceptual building elevations** must be provided for each building type proposed in the development. The elevations may be conceptual but must show the size, number of stories, scale, and architectural style of the structure.
 - The building elevations shall be at an architect scale so that a complete building facade fits on a single sheet of paper.
 - Building elevations shall be drawn with patterns and symbols to indicate materials and textures. A general description of the materials and colors shall be indicated in a materials schedule on the drawings.

- Conceptual landscape plan** must show the general extent and character of proposed landscaping. Plans must show the entire site on a single sheet of paper, additional drawings may be submitted that are at an enlarged scale or on tiled drawings of the overall project on separate sheets.

- The landscape plan shall indicate the following types of plant materials with unique symbols:
 - Shade tree
 - Evergreen tree
 - Ornamental tree
 - Shrub
 - Flower bed and seasonal plantings
 - STF plantings

- The landscape plan shall indicate existing trees that are to remain.

- The conceptual landscape plan shall include all site amenity features, such as, sculptures, decorative structures, patios, pocket parks, and intersection features.

- Additional studies, documentation, and plans**, such as a traffic impact study, may be required based on the determination of the Director of Public Works.