



Community & Economic Development Department
Planning & Zoning Division

APPLICATION FOR SITE PLAN APPROVAL

Planning Case # _____
Filing Fee _____

APPLICANT	
Name	Email
Address	Phone
DEVELOPER (if different from Applicant)	
Name	Email
Address	Phone
ARCHITECT, ENGINEER, CONTRACTOR, OR OTHER CONTACT	
Name	Email
Address	Phone

Property Owner _____ Email _____

PHONE _____ (H) _____ (W) _____ (FAX)

ADDRESS _____

ADDRESS OF PROPERTY _____

LEGAL DESCRIPTION _____

ACREAGE/SIZE OF PROPERTY _____

CURRENT ZONING _____

EXISTING USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____
(Including number of units per acre and types of uses if mixed use)

IDENTIFY ALL ADJACENT LAND USES _____

SIGNATURE OF PROPERTY OWNER _____ DATE _____

SIGNATURE OF APPLICANT _____ DATE _____
(Must submit proof of property control)

**PLEASE PROVIDE ALL INFORMATION REQUESTED ON THIS FORM
AND THE ATTACHED CHECKLIST.**

**SITE PLAN APPROVAL
Required Submittals**

This Site Plan checklist is intended to assist applicants with identifying the information that must be included on all Site Plan applications. If you are unsure of any item listed on this checklist, please refer to the City's Unified Development Ordinance for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided. Some but not all applications will require review by the Planning Commission and City Council, some may receive administrative approval by City Staff's Development Review Committee (DRC) if authorized by ordinance. Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Planning & Zoning Division by the initial submittal deadline for the next regularly scheduled Planning Commission meeting if applicable.

Submit digital (PDF) plan set drawn to scale and other pertinent supplemental information.

Required Documents

Complete application, signed, and dated

Required fee

Two sets of drawings and other pertinent supplemental information that may be required

Electronic version is preferred and is requested.

Site plan

Basic Information

- Project Narrative
- Drawn to scale, with scale noted
- Date and north arrow
- Boundaries and dimensions shown graphically, along with a written legal description of the property
- Location of streets, public trails, railroads, or waterways
- Existing and proposed topography of the site and adjacent areas within 50 feet by contour lines at an interval of not more than 5 feet, and by use of directional arrows, the proposed flow of storm water runoff from the site
- Location of existing and proposed structures (height and gross floor area noted), with distance from property lines noted
- Location and dimensions of existing and proposed off-street parking and loading spaces, curb cuts, aisles, and walkways, with distance from property lines noted
- Location, height, and material for screening walls and fences
- Type of surfacing and base course proposed for all parking area, loading areas, and walkways
- Location of all existing and proposed water lines, hydrants, sanitary sewer lines and storm drainage systems
- Existing and proposed public streets or rights-of-way, easements, or other reservations of land on the site
- Location and method of screening of outdoor trash storage areas
- Location and size of all proposed signage - calculations
- Location and height of proposed lighting facilities – type of fixture, photometric plan
- Elevation views of all proposed buildings or structures, with building materials and proposed colors noted
- Indicate the ultimate development of the site and proposed development phases when a site is to be developed in stages
- Landscaping plan – number, type and size of plantings and features such as fences walls etc.

◆ Required supplemental information

- Describe the project in detail (Include: Size of all structures existing and proposed and any modifications to existing, type of business and associated storage/display, type of clientele, hours of operation, number of employees, number of customer seats if food service related, handling of deliveries, unique site characteristics, proposed modifications to topography and/or drainage, development schedule, etc.)
- Written summary explaining how the proposed use is compatible with the neighborhood
- Written summary explaining if and how the proposed development will impact traffic
- Written statement as to why you feel the conditional use permit should be approved
- Other information as required or requested

Landscape Plan

- North point and scale.
- The boundary lines of the property with accurate dimensions.
- The location of all driveways, parking areas, sidewalks, structures, utilities, or other features, existing or proposed, affecting the landscaping and screening of the site.
- The location, size, and identification of all existing trees, shrubs, and other vegetation intended for use in meeting the planting requirements of this chapter.
- The location, common name, size, and quantity of all proposed landscape materials.
- Proposed seeding or sodding plans for all disturbed areas, including the type of groundcover and method of application.
- The location and height of any proposed earth berms, fences, or other measures used to satisfy the screening requirements of this chapter.

- A vicinity map which shall include the location of any railroads, major streams or rivers, and public streets in the vicinity of the site.
- The boundaries and dimensions shown graphically, along with a written legal description of the property.
- The present and proposed topography of the site and adjacent areas within fifty (50) feet by contour lines at an interval of not more than five (5) feet (but preferably two (2) feet or less), and by use of directional arrows, the proposed flow of storm water runoff from the site.
- The location of existing and proposed structures, with height and gross floor area appropriately noted.
- The location and dimensions of existing and proposed curb cuts, aisles, off-street parking and loading spaces, and walkways.
- The location, height, and material for screening walls and fences.
- The type of surfacing and base course proposed for all parking areas, loading areas, and walkways.
- The location of all existing and proposed water lines, hydrants, sanitary sewer lines and storm drainage systems.
- Existing and proposed public streets or rights-of-way, easements, or other reservations of land on the site.
- The location and method of screening of outdoor trash storage areas.
- The location and size of all proposed signage.
- The location and height of proposed lighting facilities.
- Elevation views of all proposed buildings or structures, with building materials and proposed colors noted.
- When a site is to be developed in stages, the plan should indicate the ultimate development of the site and proposed developmental phases.

Building

Building elevations showing materials and colors

Grading and Drainage Plans

Storm Water Management and Erosion Control Plan

Erosion control plan

Utilities and easements

◆ **Filing fee**

SIGNATURE OF APPLICANT _____ **DATE** _____

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