



PRELIMINARY SITE PLAN

OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT _____ DATE _____

PROJECT _____

PRELIMINARY SITE PLAN

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	6 copies 24 x 36 no smaller than 1"=100';
<input type="checkbox"/>	<input type="checkbox"/>	1 reduced copy on 11 x 17 paper
<input type="checkbox"/>	<input type="checkbox"/>	Envelopes: Stamped (not metered) and addressed letter-sized (#10) envelopes with the name of property owners within a 300' radius of the boundary of the subject property. Do not use envelopes with your business return address
<input type="checkbox"/>	<input type="checkbox"/>	Property Owners List: Provide a copy of the list of property owners mentioned above.
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF format

Note: When there are concurrent reviews of a site plan and subdivision, it will require separate and distinct applications for each project. Each application will have separate plans and should not be combined.



PRELIMINARY SITE PLAN

PLANNING DIVISION

APPLICANT _____ DATE _____

PROJECT _____

GENERAL INFORMATION:

- | Your Check | City Check | Description |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Workmanship - Workmanship is to be neat, legible and readable |
| <input type="checkbox"/> | <input type="checkbox"/> | Location Map – include mane of adjacent subdivision, developments, property owners, land use and buildings |
| <input type="checkbox"/> | <input type="checkbox"/> | A table, which shows: |

Item	Area	Calculation
Total gross acreage (acres)		
Street right of ways (sq.ft.)		
Building footprint (sq.ft.)		
Total building floor area (sq.ft.)		
Landscaping (sq.ft.)		
Parking lot Landscaping (% of lot)		
Required number of parking spaces		
Actual number of parking spaces		
Required number of bike stalls		

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Existing lot lines, dimensions and area |
| <input type="checkbox"/> | <input type="checkbox"/> | Boundaries showing the proper bearing and dimensions of the site, properly tied to public survey monuments. Include existing lot lines, dimensions and areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Surrounding Property Information – Location of entire development in relation to surrounding neighborhoods and developments include names of adjacent subdivisions and developments and adjacent land uses and buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent Property Owner’s Names and addresses |
| <input type="checkbox"/> | <input type="checkbox"/> | Phasing Information –numbered and defined, with timetable for development. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fences / Walls existing and proposed (showing elevations/profiles) |
| <input type="checkbox"/> | <input type="checkbox"/> | Signage existing and proposed location, types, size and profile |
| <input type="checkbox"/> | <input type="checkbox"/> | Screening and Buffering – Indicate all screening and buffering. |
| <input type="checkbox"/> | <input type="checkbox"/> | Refuse Areas – collection area locations and enclosures |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking Plan – general parking, access, loading and profile |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting plan for all interior areas and immediately adjoining streets |
| <input type="checkbox"/> | <input type="checkbox"/> | Off-Street Parking and Loading Areas (if permitted) – Show all off-street parking and loadings areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Access Points – Vehicular and pedestrian access points for on- and off-site, access to existing streets |



PRELIMINARY SITE PLAN

PLANNING DIVISION

General Information cont

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Existing/Proposed easements, walkways, streets, right-of-way(s); including width, names/numbers, proposed dedication areas; and existing/proposed curb, gutter and sidewalk.
<input type="checkbox"/>	<input type="checkbox"/>	Existing waterways – Including irrigation ditches, significant vegetation, and/or natural drainage courses; i.e. creek, washes.
<input type="checkbox"/>	<input type="checkbox"/>	Existing Flood plain boundary - Wetlands, high water table areas, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Existing/Proposed utilities including: Fire hydrants, culinary water, secondary water, sewer, storm drain, and utility boxes/telephone poles.
<input type="checkbox"/>	<input type="checkbox"/>	Hillside District Overlay Zone – If the project is within the Hillside District Overlay Zone see requirements on Development Manual CD
<input type="checkbox"/>	<input type="checkbox"/>	Well Protection Overlay Zone – If the project is within the Well Protection Overlay Zone see requirements on Development Manual CD
<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay Zone – If the project is within the Airport Overlay Zone see requirements on Development Manual CD
<input type="checkbox"/>	<input type="checkbox"/>	Location of any overhead utilities, indicating line size and voltage
<input type="checkbox"/>	<input type="checkbox"/>	Location of bus stops

LANDSCAPING PLAN and IRRIGATION PLAN - A separate sheet showing the landscaping plan

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale, and site plan underlay.
<input type="checkbox"/>	<input type="checkbox"/>	Plant Material – general location of shrubs, trees, turf, grasses, and areas of non-living material
<input type="checkbox"/>	<input type="checkbox"/>	Existing Trees – Plans are to show existing trees and those that are to be removed.
<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler System – general layout.

BUILDING INFORMATION - A separate sheet showing the building plan

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Building Information – general building footprint, number of stories, and type of construction.
<input type="checkbox"/>	<input type="checkbox"/>	Location and elevation of all existing/proposed buildings on the site, showing all sides of each structure. Inclusive of the dumpsters, garages, all accessory structures and sheds.



PRELIMINARY SITE PLAN

ENGINEERING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

UTILITY AND DRAINAGE PLAN

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Project Name
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale, vicinity map, legend, revision block and date.
<input type="checkbox"/>	<input type="checkbox"/>	Existing easements clearly labeled and identified
<input type="checkbox"/>	<input type="checkbox"/>	Location of man-made features (irrigation facilities, bridges, railroad tracks, buildings).
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed curb, gutter, and sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	Existing contour lines at 2-foot intervals with spot elevations
<input type="checkbox"/>	<input type="checkbox"/>	Show the existing FEMA 100 year flood plain zone.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing channels, canals, ditches, springs, wells, wetlands, culverts, and ponds.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing storm drains, manholes, inlet boxes, combination boxes, and cleanouts.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on the plans the proposed project connection to the existing storm water system. Include project discharge amount. (0.2 cubic feet per second per acre max.)
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on the plans the location of the proposed detention facility.
<input type="checkbox"/>	<input type="checkbox"/>	Show existing sanitary sewer system, culinary water system, subsurface drains, gas lines, power lines, cable lines, and phone lines.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on the plans the location of the proposed project connection to the existing City water system. Include project fire flow, fire storage and demand calculations.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate on the plans the location of the proposed project connection to the existing City sanitary system. Include project peak discharge amount.
