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## Site Plan Review Submittal Requirements

The review process enables the City Council to ensure that the applicant has made adequate provisions for utilities, traffic, safety precautions, amenities, and other elements as specified in the Zoning Code. The checklist on the following pages contains the required information for review. It is provided for your convenience, but the list does not serve as a substitute for reading the Subdivision, Chapter 11, and/or Chapter 13, Zoning Regulations. The submittal requirements are outline in Appendix A of the City Code. It is the responsibility of applicant to KNOW THE SUBDIVISION/ZONING REGULATIONS.

### REQUIRED INFORMATION FOR ALL SUBMITTALS (EXCEPT FINAL PLAT)

- \_\_\_\_\_ 1. Complete application with all required signatures:
  - Required Plan submittals:
    - Six (6) initial sets of plans 24" x 36"
    - Five (5) initial sets of 11" x 17" plans, electronic files (pdfs) for each submitted plan sheet fee and escrow deposit.
  - All follow-up submittals shall include:
    - Six- (6) sets of plans 24" x 36;
    - Fifteen (15) sets of 11" x 17" plans, and electronic files (pdfs).
- \_\_\_\_\_ 2. All required filing fees and escrows in the amount established by resolution along with an executed Escrow Account Set Up Form. For more information on escrow please refer to the Land Use Application.
- \_\_\_\_\_ 3. Ownership Report:
  - Record Owners of the property;
  - Applicant if different than Owner;
  - Addresses and phone numbers of Owner and Applicant;
  - Owners and addresses of all property within 350 feet of the boundary of the property.
- \_\_\_\_\_ 4. Survey:
  - The date, north point, map scale, name and address of the applicant, owner, operator, surveyor, engineer and designer, including their license numbers and seals;
  - A correct boundary survey and legal description of the subject property made and certified to by a registered Land Surveyor indicating total acreage of site;
  - Depiction of all watercourses, lakes, marshes, wooded areas, rock outcrops, power transportation poles and lines, gas lines, single trees with a diameter



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of eight (8) inches or more as measured three (3) feet above the base of the trunk, and any other significant existing features;

- ❑ Delineation of topography of subject property with contour intervals of not more than two (2) feet and supplemental of one (1) foot in extremely flat areas, the data for which shall be derived from the fifth general adjustment of 1929;
- ❑ The location, right-of-way width, dimensions and names of existing or dedicated streets or other public lands, permanent buildings and structures, easements, section and corporate lines within the subject property and within a distance of one hundred (100) feet from the property boundaries;
- ❑ Descriptions, reference ties and elevations of all benchmarks;
- ❑ Location of all monuments existing at the time of the survey, and those which the surveyor shall have located at the corners of the subject property;
- ❑ Reference to and relations of municipal, township, county or section lines to lines of the subject property by distances, angles, radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs; and
- ❑ Boundary lines of adjoining property within one hundred (100) feet, identifying owners.

\_\_\_\_\_ 5. Site Plan - Note: some zoning districts have specific requirements and it is the applicant's responsibility to know the regulations.

- ❑ Boundaries with dimensions and angles and ties to Section Lines;
- ❑ Existing and proposed topography;
- ❑ Existing buildings on the site and within 100 feet;
- ❑ Proposed buildings, additions or demolitions;
- ❑ Existing and proposed curbs, curb cuts and driveways; curb and driveway cross sections;
- ❑ Existing and proposed parking and loading facilities; parking lot cross-sections;
- ❑ Trash and waste storage facilities;
- ❑ Pedestrian circulation system with cross-section;
- ❑ Screening (fences, walls, landscaping, and berms) with construction details;
- ❑ Tabulation of pertinent site data to aid in evaluating compliance with zoning requirements.

\_\_\_\_\_ 6. Lighting Plan:

- ❑ Location of all exterior lighting fixtures;
- ❑ Illumination pattern and data on lighting fixtures;
- ❑ Details of lighting fixtures;
- ❑ Relationship to lighting on abutting properties;



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- \_\_\_\_\_ 7. Grading, Utilities Plan and Drainage Plan:
- Existing and proposed drainage facilities
  - Calculations to determine sizing of pipes, structures and water storage area
  - Gradients and invert elevations of surface drainage and pipes
  - Erosion control measures
  - Storm drainage easements
  - Existing and proposed sanitary sewer and water systems
  - Elevations, gradients and sizing of all components
  - Utilities easements.
- \_\_\_\_\_ 8. Landscape Plans - Required for Site Plan Review, Conditional Use Permit and Planned Unit Development.
- General:
    - Name and address of developer, owner, and contact person;
    - Name and address of state-registered landscape architect, or state-certified nursery person
    - Date of plan preparation;
    - Date and description of all revisions
    - Name of project or development.
  - Landscape Plan - Scale drawing of proposed landscaping for the site based upon a survey of property lines with:
    - Indication of scale and north point
    - Name and alignment of proposed and existing adjacent on-site streets
    - Location of all proposed and existing utility easements & rights-of-way
    - Location of existing and proposed buildings, parking areas; water bodies; proposed sidewalks and trails
    - Existing and proposed topographic contours at two-foot intervals;
    - Details of proposed planting beds and foundation plantings
    - Delineation of both sodded and seeded areas
    - Location and identification of proposed landscape or manmade materials used to provide screening from adjacent and neighboring properties
    - Location and identification of existing trees
    - Details of fences, tie walls, planting boxes, retaining walls, berms and other landscape improvements in legible scale
    - Location of landscape islands and planter beds with identification of plant materials used



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- Planting schedule. A table containing the common names and botanical names, size of plant materials, root specifications, quantities, and special planting instructions;
  - Location, size and species of all proposed plant materials;
  - Locations, size and species of all existing plant materials over 4" in diameter proposed to satisfy landscape requirements;
  - Table of plant materials;
  - Planting details

9. Tree Preservation Plan - Required for the following applications:

- i. Any new building construction in any zoning district
  - ii. An expansion of an existing building or hard surface by ten percent or greater, where an approved tree preservation plan is not on file with the city;
  - iii. Any project for which a city grading permit or erosion control permit is required
  - iv. A plat or minor subdivision.
- Tree survey certified by a registered land surveyor, landscape architect, or forester. Projects on residential sites of fewer than two lots are not required to have tree surveys certified.
  - Indication of scale and north point;
  - Name and alignment of proposed and existing adjacent on-site streets;
  - Location of all proposed and existing utility easements and rights-of-way;
  - Location of existing and proposed buildings, parking areas; water bodies; proposed sidewalks and trails.
  - Existing and proposed topographic contours at two-foot intervals;
  - Size, species, and location of all existing significant trees and woodlands located within the area to be platted or within the parcel of record. These significant trees and woodlands should be identified in both graphic and tabular form
  - Identification of all significant and woodlands proposed to be removed. These significant trees and woodlands should be identified in both graphic and tabular form;
  - Size, species, and location of all replacement trees proposed to be planted on the property in accordance with the tree replacement schedule and mitigation requirements; and
  - Identified measures to protect significant trees and woodlands during construction.



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See Section 1325.055 for Tree Preservation and Mitigation Requirements

\_\_\_\_ 10. Signage Plan (See "Sign Permits" procedures for Submission and Design Requirements)

- Location of all signs - wall mounted signs shall be shown on building elevations with setbacks;
- Diagrams of sign copy with dimensions and color;
- Dimensions of all signs, including sign structures and mounting systems;
- Height of all signs;
- Sign illumination system;
- Structural Plans showing materials, fabrication and mounting system;
- Site elements that affect signs or sign locations, including
  - Location of buildings
  - Parking lots and driveways
  - Landscaping
  - Elevations
  - Other notable site features
- Written permission from property owner (if applicant is not property owner);
- A copy of the applicant's driver's license;
- For signs requiring Conditional Use Permit: List of names and addresses of all property owners within 350 feet.