



Preliminary Site Plan Checklist

Application Form Requirements

Community and Economic Development Department Review

- Applicant's name, address, and phone number
- Name of proposed development
- Common description of property and complete legal description
- Land acreage and frontage on public roads or rights-of-way
- Existing zoning and zoning of adjacent properties
- Detailed description of the proposed use of the land
- Name, address, and phone number of the firm or individual who prepared the site plan and legal owner of the property
- Signature of applicant and legal owner of the property if applicable

Preliminary Site Plan Data Required

Community and Economic Development Department Review

- Name of development and title block;
- Location map at a scale of one (1) inch equals two-thousand (2,000) feet, showing section number(s), site location, major roads, and railroads;
- A scale of not less than one (1) inch equals fifty (50) feet if the subject property is less than three (3) acres, and one (1) inch equals one hundred (100) feet if there are three (3) acres or more;
- Date, north point, and scale (graphic and written);
- Property identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;
- Location of all existing and proposed structures, uses, number of stories, gross building area, setback lines, distances between structures, and location of loading areas on the subject property;
- Location of all existing structures within one hundred (100) feet of the subject property lines;
- All existing and proposed aisles, drives, pedestrian paths, roadways, parking areas, and number of parking spaces on the subject property lines;
- All existing and proposed roadways, drives, parking areas, and pedestrian paths within one hundred (100) feet of the subject property;
- Location and height of all walls, fences, and screen planting, including a plan for landscaping of the development and the method by which landscaping is to be accomplished and maintained;
- Location and width of all abutting streets, rights-of-way, easements, and pavements;
- Types of surfacing, such as asphalt or concrete paving, turfing, sod, or stone to be used;
- Types of facing materials to be used on structures;



- Elevations (front, sides and rear views) of all sides of the building(s);
- A floor plan drawing showing the specific use areas of all existing and proposed building on-site;
- Seal of registered architect, landscape architect, land surveyor, or, civil engineer that prepared the plan. In cases of minor structural alterations where professional services are not required, additions of three hundred (300) square feet or less, or for changes in the use of existing buildings, the Building Code Official may waive this requirement;
- Density calculations (for multiple family projects);
- Principal and accessory buildings;
- Designation of units by type of buildings;
- Interior walks and pedestrian or bicycle paths within the right-of-way;
- Exterior lighting locations, type of fixtures, and methods of shielding them from projecting onto adjoining properties;
- Trash receptacle and transformer locations and method of screening;
- Estimated number of full-time and part-time employees;
- Address location on building and size of numbers;
- Where large equipment or machinery is to be installed as part of the development, the location, type, horse-power, fuel, dimensions, noise, vibration, and emission levels and other data of all such equipment or machinery;
- General location and types of proposed signs for all buildings and uses on site;
- Such other reasonable and relevant information as may be required by the City to assist in the review of the proposed development.

Police Department Review

- Drive or street approaches including acceleration, deceleration, and passing lanes where appropriate;
- Loading and unloading areas

Department of Public Services Review

- All utilities located on or serving the site, including sizes of water and sewer lines;

Fire Department Review

- Designation of fire lanes;