

**DEVELOPMENT  
REVIEW**



**SUPPLEMENTAL APPLICATION INFORMATION**

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

I. Project Characteristics:

A. Describe all existing buildings and uses of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Describe surrounding land uses:

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

C. Describe existing public or private utilities on the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Proposed building size (if multiple stories, list the square footage for each floor): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Proposed building height (measured from average finished grade to highest point): \_\_\_\_\_  
\_\_\_\_\_

F. Proposed building site plan:

(1)	Building coverage	_____	Sq. Ft.	_____	% of site
(2)	Surfaced area	_____	Sq. Ft.	_____	% of site
(3)	Landscaped area	_____	Sq. Ft.	_____	% of site
(4)	Left in open space	_____	Sq. Ft.	_____	% of site
	Total	_____	Sq. Ft.	100	%

G. Construction phasing: If the project is a portion of an overall larger project, describe future phases or extension. Show all phases on site plan. \_\_\_\_\_  
\_\_\_\_\_

H. Exterior Lighting:

1. Identify the type and location of exterior lighting that is proposed for the project. \_\_\_\_\_  
\_\_\_\_\_

2. Describe how new light sources will be prevented from spilling on adjacent properties or roadways. \_\_\_\_\_  
\_\_\_\_\_

I. Total number of parking spaces required (per Development Code): \_\_\_\_\_

J. Total number of parking spaces provided: \_\_\_\_\_

K. Will the project generate new sources of noise or expose the project to adjacent noise sources? \_\_\_\_\_  
\_\_\_\_\_

L. Will the project use or dispose of any potentially hazardous materials, such as toxic substances, flammables, or explosives? If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

M. Will the project generate new sources of dust, smoke, odors, or fumes? If so, please explain. \_\_\_\_\_  
\_\_\_\_\_

II. If an **outdoor use** is proposed as part of this project, please complete this section.

A. Type of use:

Sales \_\_\_\_\_ Processing \_\_\_\_\_ Storage \_\_\_\_\_  
Manufacturing \_\_\_\_\_ Other \_\_\_\_\_

B. Area devoted to outdoor use (shown on site plan). \_\_\_\_\_

Square feet/acres \_\_\_\_\_ Percentage of site \_\_\_\_\_

C. Describe the proposed outdoor use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SITE PLAN REQUIREMENTS DEVELOPMENT REVIEW CHECKLIST

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask Planning Division Staff. Planning Staff will use a copy of this list to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you marked according to the legend.

### A. Application Checklist:

- One completed copy of Universal Application form.
- One completed copy of the Environmental Review Checklist (if applicable).
- Preliminary Title Report dated no later than 6 months prior to the application filing date.
- The appropriate non-refundable filing fee.

### B. Site Plan

- Fifteen (15) Copies of Plan Sets for **Major** Development Review or Eight (8) Copies of Plan Sets for **Minor** Development Review on standard 24" x 36" size paper fan-folded to 9" x 12", one (1) reduced copy at 8 1/2" x 11" and e-mail electronic .pdf version which includes the following information:
  - Neighborhood Site Plan showing surrounding development improvements and natural features within 200 feet of the project site.
  - Project Site Plan drawn to scale and indicating:
    - Dimensioned property lines, north arrow, and any easements on the site
    - Points of access, vehicular circulation, location and dimension of parking areas and spaces
    - Location and any existing structures (specifying building setbacks), including the location and use of the nearest structures on adjacent property, and an indication of structures to be removed
    - Location of any existing or proposed utilities such as water, wastewater and storm drainage
    - Location of any proposed structures and uses (including building setbacks)
    - Open space and buffer areas
    - Walkways, bicycle facilities (bike lanes, parking racks, etc), and ADA compliance facilities on the project site and providing connections to existing off site facilities
    - Pedestrian and bicycle connections to adjacent development (pursuant to the City's Community Design Guidelines)
    - Mailbox locations and trash enclosures
    - Other site features such as outdoor seating areas

- Preliminary Grading and Drainage Plan showing:
  - Existing and proposed contours using City datum (cut and fill slopes)
  - Existing drainage characteristics of the site and a proposed preliminary drainage improvements (including drop inlets, detention basins, etc.)
  - Creek flow lines and flow directions
  - Retaining wall locations, materials, and heights.
  - Locations of existing trees (over 8" in trunk diameter at breast height) and their status (species and to be removed or retained as part of the development (including preservation measures, such as fencing, pavers blocks, etc)
  - Rock outcroppings and other major natural site features
  - Location and construction of temporary and permanent erosion and sedimentation control measures
  
- Architectural Plans, including elevations of all sides of the building indicating the form and exterior treatment, overall height, roof materials, proposed exterior mechanical equipment, building lighting, building materials and colors.
  
- Conceptual Landscape Plans indicating general locations of landscaping improvements, including locations of retained trees, newly planted trees, landscape buffers and berms, retaining and/or garden walls and any hardscape areas.
  
- Cross sections: (If the project site has an average cross slope of greater than ten (10) percent). Two or more sectional views of the project, approximately through the middle and at right angles to each other, showing existing and proposed grades and relationship of buildings, parking and landscaping at maturity, including major features and structures on adjacent properties at the most severe grades at two foot intervals.
  
- Exterior Lighting Plan including locations of all light standards and placement of building lighting. This plan shall include power rating details, heights, shielding design and cut sheets lighting designs. Include a photo-metric lighting plan, overlaid onto the project site plan, showing lighting levels across the entire site and at property lines.
  
- Schematic Floor Plan showing interior building layouts, rooms or use areas, square footages of bedrooms, entrances and relationship to exterior use areas.
  
- Signs: Note if to be submitted under separate permit or include general locations of contemplated signage on building or grounds should be included. Additional details, such as sign construction and materials should also be included, if available. If a major feature of the project involves signage, then the following additional information should be included in the package:
  - Dimensions and square footage of all signs.
  - Dimensions and square footage of building walls on which signs are located.
  - Means of lighting.
  - Heights of all signs.
  - Message that will appear on each sign.
  - Description of materials and colors for letters and background.
  - A scaled drawing of each sign showing typeface and design details.

- Color Architectural Elevations: One copy reduced to 8 ½" x 11" colored architectural elevations.
- Reduced Site Plan and Architectural Elevations: One copy each reduced 8 ½" x 11".
- Materials Sample Board with colors and textures of exterior architectural materials securely mounted on a maximum 8 ½" x 14" size illustration or poster board.

**C. Optional Items**

- Site Photographs of the project site, including neighboring development and including a key map of where each photo has been taken.
- Perspective rendering as required by staff, the Development Review Committee, or the Planning Commission.
- Photo Articulation of proposed physical improvements overlaid onto photos of site.
- Scaled Model upon request of the Development Review Committee or Planning Commission.