

CONCEPTUAL DEVELOPMENT REVIEW



SUPPLEMENTAL APPLICATION INFORMATION

The following list includes all the items you should submit for review by city staff. 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).
- The appropriate non-refundable filing fee.

B. Site Plan

- One electronic copy of Plan Sets including the following information:
 - Project Site Plan, drawn to scale and indicating:
 - Dimensioned property lines.
 - North Arrow.
 - Building Setbacks.
 - Points of Access.
 - Circulation.
 - Location of parking areas; walkways; drainage; cut and fill slopes; open space and buffer areas.
 - Indication of structures to be removed, and the location of existing and proposed buildings, including the location and use of the nearest structures on adjacent property and any easements on the site.
 - Vicinity map showing the location of the project in relation to major city streets (recommend using a city street map to identify location).
- Statistics and Descriptive Information, including:

- The square footage of the project site.
- Building square footage for individual and commercial projects.
- The total number of new dwelling units and existing units that will remain.
- A calculation of the number of parking spaces required and provided.
- The area of the site to be covered by buildings and paved surfaces.
- Architectural Plans, including elevations of all views and sides of the building indicating the form and general exterior treatment of the building and overall height at points adjacent to property lines, roof plan, proposed exterior mechanical equipment, and building materials.
- 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.