

PLANNING & ZONING CHECKLIST FOR PERMIT REVIEW

A. 1 AND 2 FAMILY DWELLINGS

Site Plans shall include:

1. Address.
2. Legal description.
3. Lot lines with dimensions.
4. Names of adjacent streets and alleys.
5. Easements and setback lines.
6. Location of utilities (gas, electric, water sewer).
7. Location, dimensions and height of proposed and existing structures.
8. Area of all garages, carports and structures with doors wider than 6'.
9. Distances from structures to property lines and between structures.
10. Location of driveways with dimensions and proposed surfacing material.

B. ALL OTHER PROJECTS

Zoning Code Analysis shall include:

1. In which zoning district is the property located
2. Identify permitted / conditional use and any zoning nonconformance
3. Variances / exceptions granted - conditions
4. Has tract been subdivided / lot split
5. Is property within floodplain or in the environs (500') of a listed historical site

6. Proposed building height / within district height limits

7. Setback analysis

- Front / rear / side yard setback required / proposed
- Is any setback based on average setback exception or street classification (Y/N)

8. Intensity analysis:

- Area / Number of units
- District intensity limit

9. Density analysis

- Percentage of lot coverage
- District density limit

Parking plan shall include:

1. Basis for off-street parking requirement (occupancy load, number of employees, area of different use categories, etc.)
2. Number of required / provided stalls
3. Layout drawing with dimensions showing curb stops
4. Aisle dimensions one way / two way travel direction arrows
5. Parking stall detail and striping plan
6. Sufficient grade / slope information to verify ADA compliance
7. Number of required / provided accessible parking stalls
8. HC parking stall / sign detail
9. Exterior lighting / screening detail

10. Parking lot permit application submitted (Y/N)

Landscaping plan (does not require professional seal) shall include:

1. Landscaping analysis and checklist (City standard form)
2. Location of property lines, easements, sight triangles, 3' utility structure clearance buffers and 6' driveway clearance buffers
3. Location of utilities, safety hazards, buildings, fences and similar features
4. Location of proposed landscaping including berms and water sources
5. Location of existing landscaping and removal / preservation notes
6. Topographic / grading information (separate drawing)
7. List of proposed landscaping type, species, size and City classification (tree, bush or shrub or grass / large, medium or small / preferred or other)
8. Planting and seeding vs. building occupancy schedule

Sign plan shall include:

1. Sign permit application
2. District sign limits
3. Location, type, size, number and area of existing / proposed signs
4. Sign details
5. Sign sub-contractor

Site Plan shall include:

1. North arrow, title, address and scale (minimum 1" = 100').

2. Full legal description of property including tract area. A unified legal description shall be provided for multiple tracts described by metes and bounds.
3. Tract layout with property dimensions shown, and found property pins identified.
4. Label adjacent street and alley names.
5. Public rights-of-way, easements, setbacks and sight triangle with dimensions.
6. Streets and sidewalks with dimensions. For these and all other features required on the site plan, clearly distinguish between proposed and existing conditions.
7. Location of utilities.
8. Location of natural features such as ponds, trees clusters, etc.
9. Location and dimension of proposed and existing structures and fences.
10. Distances from structures to property lines and between structures.
11. Driveways, parking / loading areas with dimensions and surfacing material.
12. A vicinity map showing the general arrangements of streets, use of land, utility mains, floodplain and historical boundaries and city limits within 250' of the project boundaries.
13. Locator map.

Miscellaneous submittals shall include:

1. Written authorization from affected property owners when off-site waste/borrow areas are used or for off-site construction, grading or access.
2. Separate written requests for any exceptions providing specific justification for each.

3. Written request for review by the Utility Advisor Board and 8 copies of site plan when new mains or easements are required.

4. Written request for review by Site Plan Review committee and 3 copies of site plan if project includes:

(a) A request for a temporary paving exception, or

(b) Is in excess of \$20,000 and:

- Is a commercial or industrial use within 100' of a residential district, or

- Includes a drive-in, -through, or exterior vehicular service or storage area

5. Commercial projects shall include a traffic impact analysis and an internal traffic circulation plan making full use of shared entrances. A traffic study may be required if a proposed use will substantially change traffic patterns or create traffic congestion.

6. Any necessary zoning, conditional use permit, variance or exception applications must be submitted in accordance with the Planning Commission and Board of Zoning Appeals application cut-of date.