

Site Plan Requirements Chart

	Administrative Site Plan Approval	Committee Site Plan Approval	Planning Commission Site Plan Approval
Applicant Name, Address, Phone Number, and Email	Required	Required	Required
Property Owner Name, Address, Phone Number, and Email	Required	Required	Required
Design Professional Name, Address, Phone Number, and Email	Required	Required	Required
Legal Representative Name, Address, Phone Number, and Email, if applicable	Required, if applicable	Required, if applicable	Required, if applicable
Signature and Seal of Licensed Design Professional	Not Required	Not Required	Required
Property Address and Parcel Number	Required	Required	Required
Legal Description of Property	Required	Required	Required
Scale	Required	Required	Required
North Arrow	Required	Required	Required
Submission Date	Required	Required	Required
Name of Proposed Development, if applicable	Required	Required	Required
Summary of Proposed Improvements	Required	Required	Required
Proof of Property Ownership	Required	Required	Required
Comments and Approvals from County, State, and Federal agencies, as applicable	Required, as applicable	Required, as applicable	Required, as applicable
Required Fees	Required	Required	Required
Location Map, drawn to scale	Not Required	Required	Required
Dimensions of Property Lines	Required	Required	Required
Total Acreage of Property	Required	Required	Required
Site Topography, at 2 foot contours	Required if Requested by City	Required if Requested by City	Required if Requested by City
Location of Existing Bodies of Water	Required, if applicable	Required, if applicable	Required, if applicable
Location of Existing Wetlands	Required, if applicable	Required, if applicable	Required, if applicable
Existing Structures	Required	Required	Required
Proposed Structures, including Gross Floor Area	Required	Required	Required
Height of All Proposed Structures	Required	Required	Required
Setbacks for All Proposed Structures from All Property Lines	Required	Required	Required
Architectural Elevations of Principal Building, including Building Materials	Not Required	Required if Requested by City	Required if Requested by City
Finished Floor Elevation for All Structures	Required	Required	Required
Proposed Number of Parking Spaces	Required	Required	Required
Proposed Barrier-Free Parking Spaces	Required	Required	Required
Proposed New Streets	Required, if applicable	Required, if applicable	Required, if applicable
Proposed Driveways	Required, if applicable	Required, if applicable	Required, if applicable
Proposed Parking Areas, including layout of spaces and aisles	Required, if applicable	Required, if applicable	Required, if applicable
Proposed Walkways, Sidewalks, and/or Trails	Required, if applicable	Required, if applicable	Required, if applicable

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Typical Cross Section of Pavement	Required if Requested by City	Required if Requested by City	May be Requested by CNS
Location of Exterior Light Fixtures	Required	Required	Required
Specifications for Proposed Light Fixtures	Required if Requested by City	Required if Requested by City	Required if Requested by City
Photometric Plan	Not Required	Required if Requested by City	Required if Requested by City
Trash Receptacle Location and Screening	Required	Required	Required
Landscape Plan	Required if Requested by City	Required if Requested by City	Required
Location and Height of Proposed Fences	Required	Required	Required
Proposed Site Grading and Drainage Pattern	Required if Requested by City	Required	Required
Location and Size of All Stormwater Drainage Infrastructure	Required if Requested by City	Required if Requested by City	Required
Proposed Signage	Optional (May be approved Separately)	Optional (May be approved Separately)	Optional (May be approved Separately)
Clear Corner Vision Areas	Required if Requested by City	Required	Required
Existing Zoning	Required	Required	Required
Existing Use	Required	Required	Required
Proposed Use	Required	Required	Required
Proposed Number of Dwelling Units	Required, if applicable	Required, if applicable	Required, if applicable
Proposed Phases of Development	Required, if applicable	Required, if applicable	Required, if applicable
Gross Square Footage of Dwelling Units	Required, if applicable	Required, if applicable	Required, if applicable
Traffic Study	Not Required	Not Required	Required if Requested by City
Location and Size of HVAC, Transformers, and any Other Equipment	Required	Required	Required
Location of Proposed Fire Hydrants	Required	Required	Required
Location of Underground and Overhead Utilities	Required	Required	Required
Existing and/or Anticipated Electric Service Location	Required	Required	Required
Existing and/or Anticipated Communications Service, including Conduit Size/Quantity, and Building Penetration Point	Required	Required	Required
Existing and Proposed Utility Easements	Required	Required	Required
Any Existing Utilities to be Relocated or Modified	Required	Required	Required