



**Non-SFR Site Plan Review  
Materials Required Prior to Submittal**

<b>Applicant Checklist</b>	<i>Please Include Checklist with your submittal – Application will not be accepted without all necessary information compiled with a complete submittal.</i>	<b>CDP Checklist</b>
<input type="checkbox"/>	a) An environmental checklist when required;	<input type="checkbox"/>
<input type="checkbox"/>	b) The title and location of the proposed development, together with the names, addresses and telephone numbers of the recorded owners of the land and the applicant, and, if applicable, the name, address and telephone number of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant;	<input type="checkbox"/>
<input type="checkbox"/>	c) A written description addressing the scope of the project, the nature and size in gross floor area of each use, and the total amount of square feet to be covered by impervious surfaces;	<input type="checkbox"/>
<input type="checkbox"/>	d) A vicinity map showing site boundaries and existing roads and accesses within and bounding the site;	<input type="checkbox"/>
<input type="checkbox"/>	e) A topographic map based upon a site survey delineating contours, existing and proposed, at no less than five-foot intervals and which locates existing critical areas, as well as elevations of the 10-, 50-, and 100-year floods, where such data is available;	<input type="checkbox"/>
<input type="checkbox"/>	f) Site plans drawn to scale no smaller than one inch equals 50 feet showing location and size of uses, buffer areas, proposed areas of disturbance or construction outside of the building foot print, yards, open spaces and landscaped areas and any existing structures, easements and utilities;	<input type="checkbox"/>
<input type="checkbox"/>	g) A circulation plan drawn to a scale acceptable to the Public Works Director illustrating all access points for the site, the size and location of all driveways, streets and roads with proposed width and outside turning radius, the location, size and design of parking and loading areas, and existing and proposed pedestrian circulation system. If a project would generate more than 10 peak hour trips, a traffic impact study prepared by a qualified transportation planner or professional engineer shall be submitted;	<input type="checkbox"/>
<input type="checkbox"/>	h) A preliminary drainage and stormwater runoff plan;	<input type="checkbox"/>
<input type="checkbox"/>	i) A utility plan including water, sewer, storm water and private utilities;	<input type="checkbox"/>
<input type="checkbox"/>	j) A landscape plan of all proposed landscaping including the treatment and materials used for open spaces, and the types of plants and screening to be used;	<input type="checkbox"/>
<input type="checkbox"/>	k) Site and building design elements as required;	<input type="checkbox"/>
<input type="checkbox"/>	l) A listing of the names and addresses of property owners of record within 300 feet of the project property, including preprinted labels bearing the names and addresses of the property owners of record within 300 feet of the project property.	<input type="checkbox"/>