



# COMMUNITY DEVELOPMENT

## Commercial Site Plan Review Process



The following items, along with the application above, are required for consideration of development review submittals. All documentation must be submitted in PDF format alongside four (4) copies of the site plan and architectural submissions.

### **Step 1 - Development Review Application**

Submit Development Review Application – Staff will assign a project number, a project coordinator, and schedule conceptual meeting.

### **Step 2 - Conceptual Meeting**

Present conceptual plan for proposed development. The city will provide verbal comments and guidelines related to project and answer questions related to the development proposal and review processes.

City will provide a written summary of comments and outline the next steps including:

- Required reviews and approvals
- Required public improvements
- Fees
- Issues to resolve before formal site plan review.
- Project Charter (if desired) – outlining key milestones for project approval.

### **Step 3 - Review Fees Due - Project Initiation Sheet Update**

- Review fees and formal site plan/architectural review submittals are due.
- Site Plan Review Fee: \$450
- See Minimum Submittal Requirements for Formal Site Plan and Architectural Review

### **Step 4 - Formal Site Plan and Architectural Review**

Staff will arrange formal site plan review and architectural review sessions for all city staff necessary for review. Staff will provide written comments to project contact.

### **Step 5 - Board of Aldermen Review**

Staff will make presentation at the next regular meeting of the Board of Aldermen. Representatives are welcome to make a short presentation at this meeting. The Board meets at City Hall on the first and third Monday of each month at 6:00 P.M.

### **Step 6 - Construction Plan Review**

Construction Plan Review can occur simultaneously with formal site plan approval. Three full sets of construction documents plus a code analysis must be submitted along with application for a building permit. See construction document guide for specific requirements.

### **Step 7 - Building Permit Issuance**



# COMMUNITY DEVELOPMENT

## Commercial Site Plan Review Process



### Minimum Submittal Requirements for Formal Site Plan and Architectural Review

1. Three (3) Full Sets of Printed Plans
2. PDF Digital Submittal Full Size
3. PDF Digital Submittal 11x17 Size
4. DWG File for Emergency Vehicle Testing

### Basic Format Requirements and Elements Applicable to All Sheets:

1. **Standard Size:** all submittals are accepted electronically in PDF format.
  - Paper drawings should be at standard size, preferably 24" x 36" or 36" x 48" if necessary.
2. **Scale:** 1" = 20', 30', 40', 50', 60' and 100' may be used. Architectural building elevations may be shown in an architectural scale. Each plan should be labeled with scale.
3. **Title Block:** include the name of development, type, Section/Township/Range, address or location of project.
4. **Page Numbers:** include page numbers like S-1, L-1, A-1 in a standardized font.
5. **Property Line:** property boundaries must be clearly shown on all sheets.
6. **North Arrow:** north arrow must be clearly shown on all sheets.
7. **Orientation:** orient plan so that north is at the top or left-hand side of sheet.
8. **Revisions:** if plans are revised, please notate revision date and/or iteration on plan.

### Site Plan Set includes the following sheets:

1. Cover Sheet
2. Survey
3. Site Plan
4. Parking Plan
5. Utility and Grading Plans
6. Landscape Plan with Schedule
7. Architectural Building Elevations
8. Lighting Plan
9. Details
10. Site Plan (locations)

\*Sheets may be combined when appropriate. Plans should be clearly legible; use a variety of line types and line weights.



# COMMUNITY DEVELOPMENT

## Commercial Site Plan Review Process



### Sheet 1 - Cover Sheet Information

1. Development Name
2. Vicinity Map at 1" = 1000' or 2000' showing one half mile radius
3. Zoning District
4. Tabular Data
  - a. Site Information
    - i. Lot Area (sq. ft. or acres)
    - ii. Buildable Area (sq. ft. or acres)
    - iii. Percent coverage by structure
    - iv. Percent coverage by parking
    - v. Percent coverage by landscape
    - vi. Percent coverage of impervious surface
  - b. Building Information
    - i. Gross Floor Area of proposed structures
    - ii. Number of Units (if applicable)
    - iii. Building Height
    - iv. Number of Stories
  - c. Parking Information
    - i. Total number of parking spaces
    - ii. Number of standard parking spaces
    - iii. Number of handicap parking spaces
    - iv. Number of compact parking spaces
    - v. Loading space

### Sheet 2 - Survey Plan Sheet Information

1. Site Boundaries
2. Benchmarks Used
3. Dash or shade all existing improvements, lot lines, and lot numbers.

### Sheet 3 – Site Plan Sheet Information

1. Identify the ownership, land use and zoning district information for adjacent land.
2. Show building footprints of all existing and proposed buildings and structures. Show all projecting and recessed building elements.
3. Show all points of ingress and egress.
4. Show and dimension required setback and/or build-to lines.
5. Dimension distance between structures.
6. Identify primary and side streets.
7. Locate and dimension vehicular access to site (curb cuts).
8. Show site distance triangles.
9. Show general parking arrangements
10. Locate and provide width for pedestrian sidewalks. Label all surfaces so that materials can be determined.
11. Show location of all freestanding light fixtures.
12. Show location of existing and proposed signs.



# COMMUNITY DEVELOPMENT

## Commercial Site Plan Review Process



13. Locate all planned site amenities (seating, bicycle facilities, trash receptacles, etc.)
14. Show and dimension all landscaped areas and islands.
15. Show detention and retention facilities.
16. Show major drainage affecting the site and any 100-year floodplain on or adjacent to the site.
17. Locate all existing and proposed easements.
18. Locate all existing and proposed fire hydrants.

### **Sheet 4 - Parking Plan Sheet Information**

1. Parking structure layout with dimensions for parking stalls and driveways.
2. Accessible spaces with sign location and accessible routes to elevators and building entrance.
3. Loading areas with dimensions.
4. Bicycle enclosure/structures.
5. Traffic control signs.
6. Internal walkways through parking lot.

### **Sheet 5 - Utilities and Grading Sheet Information**

1. Existing and proposed structures, streets, and alleys.
2. Existing and proposed utilities and service lines, including water, sanitary sewer, storm sewer, gas, electricity, telephone, and cable television.
3. Existing and proposed fire hydrants (indicate distance to nearest fire hydrant) and FDC.
4. All relevant dimensions related to the location of existing and proposed utilities, service lines, and easements.
5. Existing and proposed drainage channels and facilities and area subject to a 100-year flood.
6. Existing and proposed contour lines of the subject area shown in intervals not to exceed two (2) feet.
7. Site drainage patterns.
8. Provide finished floor elevations for ground floor of existing and proposed building(s).
9. Site elevations at each corner of lot, driveway and buildings.

### **Sheet 6 - Landscape Plan Sheet Information**

1. Show and label zone lot boundary lines as heavy solid black line. Provide dimensions.
2. Show building footprints of all existing structures to remain and all proposed buildings and structures.
3. Illustrate parking lot layout.
4. Locate and dimension pedestrian sidewalk walkways.
5. Show landscape elements including fences, walls, and berms, and all site amenities/structures such as seating, shelters, bicycle racks, trash receptacles/enclosures, and gazebos.
6. Illustrate planted areas identifying name, size and quantity of material to be used.
7. Provide planting details, including typical methods of planting, minimum required mulch materials and depths, underlayments, etc.
8. Show location of all existing and proposed signs. Signs and the locations of signs shown on the Landscape Plan are NOT approved by the Site Plan review process.
9. Provide a landscape legend in the following format (include only those species that will be planted on this site):



# COMMUNITY DEVELOPMENT

## Commercial Site Plan Review Checklist



Symbol	Quantity	Botanical Name	Common Name	Size	Notes
WC	6	Catalpa Erubescens	Western Catalpa	3" Caliper	
BS	7	Picea Ponderosa	Ponderosa Pine	6 ft.	

### Sheet 7 - Architectural Elevations

1. Show actual roofline and the top of the parapet (for flat roofs). Provide the parapet height.
2. Show height of the rooftop mechanical equipment and how this mechanical equipment will be screened.
3. Identify clear glazing and provide dimensions for all windows.
4. Show all projecting elements such as cantilevered floor area, balconies, bay windows, etc.
5. Identify all building material and provide samples.

### Sheet 8 - Lighting Plan Sheet Information

1. Show location of all freestanding and wall mounted exterior lighting.
2. Provide information about type (light source).
3. Show summary of photometric study including min, max, and average number of foot-candles.
4. Show details of all light fixtures, including pole heights as measured from the ground.

### Sheet 9 - Plan Details (optional, all details may be shown on other sheets)

1. Show trash enclosure design details (elevations).
2. Provide other details as required.