The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used 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 with additional requirements noted.

### REQUIRED ITEMS

1. Completed application form and payment in full of applicable fees for processing the application.

2. Seven (7) copies of a plot plan drawn using a standard engineer’s scale. (Approval necessary for use of scale smaller than 1:30, i.e., 1:40 or 1:50.) Plot plans shall be neatly and accurately prepared, enabling ready identification and recognition of submitted information, and folded to 9” x 12” size, showing:

   A. Location, exterior boundaries, and dimensions of the entire property that is the subject of the application.

   B. The scale of the drawing and a north arrow shall be indicated.

   C. An area location map showing the proposed project site and its distance from nearby cross streets and natural or man-made landmarks, as necessary to readily locate the site.

   D. The location, name, width, and pavement type of adjacent street(s) or alley(s), as well as the location of existing or proposed curbs, gutter, or sidewalk improvements.

   E. The location, dimensions, and use of all existing and proposed structures on the property, including accessory structures, trash enclosures, decks, balconies, fences, walls, exterior lighting structures, signs, and other structural elements that protrude into yard areas.

   1. When the use of a proposed structure is not certain at the time of application, the occupancy-type, as defined by the Uniform Building Code, may be submitted for use.

   F. The locations, dimensions, and types of existing and proposed utilities, including water supply, sewage disposal facilities, electricity, gas, or other utilities. Existing and proposed public and private easements shall be shown.

   G. The location and dimensions of existing or proposed driveways and parking areas (enclosed or open), including:

   1. Type of surfacing materials, parking spaces, aisles, and identification of any driveway grades over ten (10) percent. The flow of traffic should be noted by arrows.
### REQUIRED ITEMS

2. Parking spaces.

3. Aisles.

4. Identification of any driveway grades over ten (10) percent.

5. The flow of traffic noted by arrows.

H. The generalized location of any major topographic or man-made features on the site, such as rock outcrops, bluffs, streams and watercourses, or graded areas. A topographic map may be required by the Community Development Director.

I. The approximate location and general description, including species and trunk and canopy diameter, of all trees upon the property or off-site but affected by the project. Include notations regarding their proposed retention and destruction, and notations regarding general type of vegetation in areas not occupied by trees.

3. Seven (7) sets of a grading plan and drainage plan (folded to 9” x 12” size).

4. Seven (7) sets of preliminary floor plans (folded to 9” x 12” size), drawn using standard engineer’s or architect’s scale, for each story of each building or structure, showing the following:

   A. Location of walls, doors, and windows.

   B. Identification of activity areas.

   C. Placement of window and door locations on floor plans in coordination with the elevations.

5. Preliminary landscape and irrigation plans prepared by a licensed landscape architect or as approved by the Community Development Director.

6. An Administrative Sign Permit application may be required to be processed concurrently with the Plot Plan Review for any use proposed to have signs.

7. An Architectural Review application may be required to be processed concurrently with the Plot Plan Review if modifications to the exterior of a building are proposed.

8. Two (2) copies of a preliminary title report for the subject property dated within the last six months, as determined by the Community Development Director.

9. All plans submitted shall be collated and stapled on the short end of the plans.

10. Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.