



# Development Plan Minimum Requirements

Case# \_\_\_\_\_ County Tax ID# \_\_\_\_\_

Development Name \_\_\_\_\_

If the plan requires more than one (1) sheet, each sheet shall be numbered as it corresponds to the total number of sheets (i.e., 1 of 2, 2 of 2). When a match line is required, a key map shall be provided.

Provided

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1 Location map clearly showing the location of the subject property with cross streets. Indicate scale or NTS.
<input type="checkbox"/>	<input type="checkbox"/>	2 A north arrow is provided.
<input type="checkbox"/>	<input type="checkbox"/>	3 A written and bar scale is provided.
<input type="checkbox"/>	<input type="checkbox"/>	4 A title block is in the lower right corner that includes case number, large boldly printed "DEVELOPMENT PLAN", subdivision name, acreage, lot number, block number or letter, survey and abstract number, city, county, and state.
<input type="checkbox"/>	<input type="checkbox"/>	5 Name and address of person or firm preparing the plat/site plan (which must be prepared and stamped by a registered land surveyor or registered professional engineer), name and address of persons or firm preparing other data and information if different from preparer of the map.
<input type="checkbox"/>	<input type="checkbox"/>	6 All adjacent platted property within two hundred (200) feet shown in dashed lines, labeling lot and block numbers, subdivision name, easements, street names and plat record reference.
<input type="checkbox"/>	<input type="checkbox"/>	7 A log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	<input type="checkbox"/>	8 All building setbacks, including front, side, rear and sidewalk.
<input type="checkbox"/>	<input type="checkbox"/>	9 For a nonresidential planned development, building elevations shall be required in addition to the development plan
<input type="checkbox"/>	<input type="checkbox"/>	10 Proposed building locations, dimensions, size, density and finished floor elevations of structures referenced to sea level datum if adjacent to the 100-year floodplain.
<input type="checkbox"/>	<input type="checkbox"/>	11 Proposed name of business and and/or development.
<input type="checkbox"/>	<input type="checkbox"/>	12 Existing and proposed site conditions.
<input type="checkbox"/>	<input type="checkbox"/>	13 A scale drawing showing any proposed public or private streets (width dimensioned) and alleys; building sites or lots; and areas reserved as parks, parkways, playground, utility easements, school sites, street widening and street changes; the points of ingress and egress from existing streets; general location and description of existing and proposed utility services, the location and width for all curb cuts.
<input type="checkbox"/>	<input type="checkbox"/>	14 A site inventory analysis including a scale drawing showing existing vegetation, natural watercourses, creeks or bodies of water and an analysis of planned changes in such natural features as a result of the development. This should include a delineation of any flood prone areas.
<input type="checkbox"/>	<input type="checkbox"/>	15 Abutting properties with approximate location of the structures thereof including access roads.
<input type="checkbox"/>	<input type="checkbox"/>	16 The shape, size, height and location showing the zoning classification thereof of existing structures located on the site if they are to remain as part of the project, otherwise not needed.
<input type="checkbox"/>	<input type="checkbox"/>	17 The location and approximate size of structures within 200 feet of the site, including all driveways.
<input type="checkbox"/>	<input type="checkbox"/>	18 Parking areas and structures, street names and widths, medians, alleys, off-street parking spaces (include # of spaces), handicap parking spaces (include # of), ramps, crosswalks, and loading areas. All shown with dimensions and radii.



<input type="checkbox"/>	<input type="checkbox"/>	19	Access easements are accurately labeled and dimensioned.
<input type="checkbox"/>	<input type="checkbox"/>	20	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement may be required.
<input type="checkbox"/>	<input type="checkbox"/>	21	The shape, size, height and location showing the zoning classification thereof of existing structures located on the site if they are to remain as part of the project, otherwise not needed.
<input type="checkbox"/>	<input type="checkbox"/>	22	A site plan for proposed building complexes showing the location of separate buildings and the minimum distance between buildings, and between building and property lines, street lines, and alley lines.
<input type="checkbox"/>	<input type="checkbox"/>	23	Supplemental data describing standards, regulations or other data pertinent to the development of the Planned Development District is to be included in the text of the amending Ordinance. The Development Plan should be separate from the platting process. In that event, should anything change during the construction process, the developer need only amend the plat.
<input type="checkbox"/>	<input type="checkbox"/>	24	Building service, dumpster, and trash compactor locations and screening. Each refuse facility shall be screened from view on three (3) sides by a masonry wall not less than six (6) feet in height, with the fourth side enclosed by metal doors of equivalent height. Pipe bollards shall be installed around the refuse facility in a manner that will protect the masonry walls and metal doors from vehicle impact or collision.
<input type="checkbox"/>	<input type="checkbox"/>	25	Location and design of screening walls, fences, living screens, retaining walls, headlight screens, service area screens, including height, type of construction and planting specifications.
<input type="checkbox"/>	<input type="checkbox"/>	26	Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified.
<input type="checkbox"/>	<input type="checkbox"/>	27	An accurate survey with topographic information with a maximum five feet in contour showing grading, drainage, and storm sewer lines.
<input type="checkbox"/>	<input type="checkbox"/>	28	Water and sewer connections, meter locations, size, and meter and/or detector check valve vaults indicated, together with a table of number of water meters by size and noting if they exist or are proposed.
<input type="checkbox"/>	<input type="checkbox"/>	29	Inlet[s], culverts, and other drainage structures on site and immediately adjacent to the site.
<input type="checkbox"/>	<input type="checkbox"/>	30	Common Access Easement - provide 24' wide easements to adjacent land or within a commercial, industrial or multifamily development. Notes to include: 1. The Common Access Easement is for the use of the following properties..... No improvements shall be made that impede ingress and/or egress along this easement. 2. The common access easement shall be maintained by the property owner.
<input type="checkbox"/>	<input type="checkbox"/>	31	Sidewalks and barrier free ramps, walkways and gathering spaces, including dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	32	One disk that contains all the above information in AutoCAD and PDF format.
<input type="checkbox"/>	<input type="checkbox"/>	33	Location of monument signs with distances from property lines.
<input type="checkbox"/>	<input type="checkbox"/>	34	Floodway and Floodplain limit shown and labeled with dimensional ties to all lot corners from the current FEMA Flood Insurance Rate Map, The City Master Drainage Plan, or other analysis as approved by the City Engineer. The FIRM panel number and effective date shall be noted.
<input type="checkbox"/>	<input type="checkbox"/>	35	Paving materials, boundaries and type are indicated.
<input type="checkbox"/>	<input type="checkbox"/>	36	Proposed dedications and reservations of land for public use including, but not limited to, rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.
<input type="checkbox"/>	<input type="checkbox"/>	37	Fire lanes are shaded and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 30 feet. Label and use a 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading
<input type="checkbox"/>	<input type="checkbox"/>	38	Site Data Summary Table which includes the following where applicable: a. Existing Zoning b. Proposed use(s) for each structure



- c. Total lot area less right-of-way dedications by square feet and acres
- d. Square footage of building(s)
- e. Building height (stories and feet)
- f. Percent of lot coverage (building footprint square footage/lot square footage).
- g. For apartment developments, number of living units broken down by number of bedrooms and minimum square footage for each dwelling unit.
- h. Parking required by use with parking ratios indicated
- i. Parking provided by use
- j. Handicap parking required
- k. Handicap parking provided
- l. List of exceptions and/or variance requested or previously granted, including dates and approving authority



## Landscape Plan Minimum Requirements

<input type="checkbox"/>	<input type="checkbox"/>	1	Location map clearly showing the location of the subject property and cross streets is provided. Indicate scale or NTS.
<input type="checkbox"/>	<input type="checkbox"/>	2	A title block in the lower right-hand corner that includes case number, large, boldly printed "LANDSCAPE PLAN", subdivision name, acreage, lot number, block number or letter, survey and abstract number, city, county, and state.
<input type="checkbox"/>	<input type="checkbox"/>	3	The owner and engineer's and landscape architect's names, addresses and phone numbers, submission date, and a log of submittal/revision dates since submitted to the City. Existing and proposed public and private streets and alleys are shown and labeled, both on-site and adjacent to the subject property.
<input type="checkbox"/>	<input type="checkbox"/>	4	Sidewalks and barrier-free ramp (BFR) location and width is shown and labeled.
<input type="checkbox"/>	<input type="checkbox"/>	5	Existing and proposed fire hydrants, water and sewer lines, manholes and other appurtenances within the site and immediately adjacent to it with pipe size and location indicated, matching what is shown on the Site Plan and civil engineering drawings as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	6	Existing or proposed structures on the property, access points/driveways on and adjacent to the property are shown.
<input type="checkbox"/>	<input type="checkbox"/>	7	Post-development visibility easements are shown, dimensioned and labeled.
<input type="checkbox"/>	<input type="checkbox"/>	8	Entryway features of planters, signs, sculptures and decorative paving is shown.
<input type="checkbox"/>	<input type="checkbox"/>	9	Proposed topography of berms is shown in intervals of one (1) foot.
<input type="checkbox"/>	<input type="checkbox"/>	10	For residential subdivisions, where required, primary and secondary entrances are shown and dimensioned.
<input type="checkbox"/>	<input type="checkbox"/>	11	Screening wall location, material, and height are shown and labeled. Details for masonry walls are provided.
<input type="checkbox"/>	<input type="checkbox"/>	12	Living screens are clearly detailed by fence material, plant material species, plant material spacing, height at time of planting and mature height. Where staff feels that there are elevation or topographical differences that would not accomplish the intent of the screening, staff may request more details.
<input type="checkbox"/>	<input type="checkbox"/>	13	If landscaping or architectural features are proposed within a right-of-way, indicate type, location and mature height. Location within a City right-of-way shall require approval by the City.
<input type="checkbox"/>	<input type="checkbox"/>	14	The following information is to be provided on the landscape plan in a tabular format; indicate requirement for each: a. Overall site landscape, required and provided, by percentage of total area and total square feet, excluding rights-of-way. b. Landscape edge: indicate linear feet of frontage for each street minus driveway widths; number of trees and shrubs required and provided for each frontage. c. Parking lot screening: indicate linear feet of frontage of each street or drive aisle, minus driveway widths; number of trees and/or shrubs required and provided. e. Parking lot interior: indicate location of landscaped islands; number of trees and shrubs required and provided; amount of parking area; and amount of interior landscape area required and provided. The area of each interior landscaped island shall be the approximate square footage of a parking space. f. For landscape buffer related to residential adjacency, indicate linear feet of each adjacency for each property line; and the number of trees and shrubs required and provided. g. Complete description of plant materials is shown on the plan, including common and botanical names, quantities of each, container size, caliper size, installed and mature height and canopy spread.
<input type="checkbox"/>	<input type="checkbox"/>	15	All existing and proposed plant material are graphically shown; species and quantity for each grouping are labeled. A minimum of four different species is shown for each plant type, and are distributed throughout the site.



## Elevation Plan Minimum Requirements

<input type="checkbox"/>	<input type="checkbox"/>	1	Title block in the lower right corner that includes case number, large, boldly printed "FAÇADE/ELEVATION PLAN", subdivision name, acreage, lot number, block number or letter, survey and abstract number, city, county, and state.
<input type="checkbox"/>	<input type="checkbox"/>	2	The owner, engineer's, and architect's names, addresses and phone numbers, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	<input type="checkbox"/>	3	Location map, north arrow, written and bar scale. Indicate scale or NTS.
<input type="checkbox"/>	<input type="checkbox"/>	4	Roof type, color, materials are indicated.
<input type="checkbox"/>	<input type="checkbox"/>	5	Façade materials, colors and types are indicated that comply with masonry requirements.
<input type="checkbox"/>	<input type="checkbox"/>	6	Location of wall signage is clearly indicated. If a particular style or design is proposed, indicate such on the Plan.
<input type="checkbox"/>	<input type="checkbox"/>	7	An inset detail is provided to address color, materials and design of masonry walls, dumpster enclosures, monument signs and mechanical screening. Dumpster gates are shown and material type is indicated.
<input type="checkbox"/>	<input type="checkbox"/>	8	Existing and proposed architectural details of existing or proposed buildings or structures on the property are clearly defined as follows: a. Length and height for each façade is dimensioned. b. Each elevation is labeled and shown separately according to facing (i.e. north, southeast, etc.) c. A plan view of each façade is provided showing façade articulation, columns, recesses, etc. d. Each elevation is shown that graphically indicates colors and materials of the facades, roof(s), canopies, etc., and each is clearly labeled. For each façade, indicate percentage of masonry accents. e. Notes, and details as necessary, indicate interior roof drainage, scuppers, etc. f. Location, type and height of mechanical screening, screening walls, dumpster enclosure and monument sign is indicated on the plan and elevation view(s).

These lists are comprised of the **minimum** amount of information that shall be provided on a development plan, additional information may be warranted.

Item # \_\_\_\_\_ Reason For Ommission: \_\_\_\_\_

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