

SITE DEVELOPMENT PLAN FOR SUBDIVISION CHECKLIST

This checklist is used by the Planning Department to verify the completeness of site development plans submitted for review by the Environmental Planning Commission (EPC) and Development Review Board (DRB). Because development proposals vary in type and scale, there may be submittal requirements that are not specified here and Planning Staff may require additional information. Nonetheless, it is the applicant's responsibility to provide a complete submittal.

Site development plans should generally be composed of the following plan sheets. **The Applicant shall include and check off all items shown on the site plan or write in "n/a" if not applicable.**

NOTE: MAXIMUM SIZE FOR SUBMITTAL IS 24" X 36", or as pre-approved by Planning Staff

SHEET # 1 – SITE PLAN (Required)

- 1. Scale: at least 1" = 100'
- 2. Bar Scale
- 3. North Arrow
- 4. Vicinity Map
- 5. Signature Block (for DRB site dev. plans only)
- 6. The Site (property lines)
- 7. Current/Existing Zoning
- 8. Proposed Use(s) and List of Applicable Plans
- 9. Pedestrian Ingress and Egress (Access)
- 10. Vehicular Ingress and Egress (Access)
- 11. Any Internal Circulation Requirements
- 12. Existing easements with recording information
- 13. For each lot:
 - a. Maximum Building Height
 - b. Minimum Building Setback
 - c. Maximum Total Dwelling Units and / or
 - d. Maximum Floor Area Ratio (F.A.R.) for Nonresidential Uses

SHEET # 2 – CONCEPTUAL GRADING AND DRAINAGE PLAN

- A. Conceptual Grading and Drainage Plan is required for the following:
- Commercial Development: The applicant shall consult with the City Engineer or his/her designee to determine what documentation is necessary to provide the EPC and/or DRB with an understanding of site topography and how it relates to adjacent property.
 - Residential Development, Volcano Heights Sector Development Plan, or other sector development plans that do not require a site development plan for building permit submittal: Show existing and proposed contours, Finished Floor Elevation, retaining wall heights, approximate street slopes, ponding and flood zone status.
- B. For sites 5 acres or greater or for sites where drainage infrastructure is required, a Drainage Report is required to be submitted, but does not have to be approved at time of submittal.

SHEET # 3 – DESIGN STANDARDS (*OPTIONAL – beneficial if seeking delegation of EPC approval authority for future site development plans for building permit*)

ACCOMPANYING MATERIAL

- A. Fee payment
- B. Complete application
- C. Written Summary of Request including a narrative describing compliance with applicable plans and/or zoning requirements per §14-16-3-11(B) of the Comprehensive Zoning Code.
- D. 8-1/2" x 11" reductions
- E. **Electronic Copy (pdf) of Site Development Plan**

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DESIGN STANDARDS FOR FUTURE SITE DEVELOPMENT PLANS FOR BUILDING PERMIT

In cases where sites are not governed by design regulations other than those in the Zoning Code, and where an applicant is requesting delegation of future phases of development or future site development plans for building permit to the DRB or other approval body, design standards shall be provided and approved by the EPC to guide future development. The Design Standards should be written so that they can be enforced by the DRB and/or Code Enforcement and should reference compliance with applicable plans and regulations. Since Zoning Code design requirements are considered minimal, the proposed Design Standards should go above and beyond what is already required by the Zoning Code.

At a minimum, the design standards should address the following categories.

Purpose/Intent or Site Plan Layout/Configuration

- Overall layout of site and buildings, relationship to adjacent buildings and sites
- Building placement and orientation

Setbacks & Building Height

- Minimum setback requirements
- Maximum building height requirements

Vehicular Access, Circulation and Parking

- Parking location and design (parking should not dominate the street frontage; shared parking/cross parking is strongly encouraged)

Pedestrian Circulation and Bicycle Access

- Pedestrian circulation and connectivity (internal and external)
- Public outdoor spaces including pedestrian amenities, shading, etc. (aggregate outdoor space is strongly encouraged)
- Connectivity to bicycle routes, lanes and trails

Screening

- Screening/buffering techniques

Walls/Fences

- Design and purpose of all walls and wall openings

Lighting and Security

- Design and purpose of all lighting

Landscaping

- Landscape buffers, sidewalks and other amenities in the public r-o-w
- Street trees – subject to the Street Tree Ordinance
- Overall landscape theme including plant palette and general location, height, and purpose of plants and trees
- Water conservation techniques

Architecture/Design

- Context
- Architectural theme or style
- Scale, massing, materials, colors, and articulation

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Signage

- Signage Plan indicating the general dimensions, location, colors, lighting and materials of all proposed signage.
- Freestanding and building mounted signs

Process

- Identify the process the site plan intends to follow (is applicant requesting delegation of future phases of development or future site development plans for building permit to the DRB or other approval body).

These are other items that can be addressed and you can make your own category depending on site specifics.

- How to address topographic challenges/opportunities
- Sustainable techniques such as permeable paving and other “green” features
- WTF’s