Commercial Pad Site Plan Design Review
Application Checklist

- ❑ The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.

- ❑ One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the naming convention:
    1. Owner Authorization Letter [CPSP-OAL.PDF]
    2. Completed Application Checklist[CPSP-CKLST.PDF]
    3. Narrative [CPSP-N.PDF]
    4. Site Plan [CPSP-SP.PDF]
    5. Design Review documentation [CPSP-DRD.PDF]
    6. Conceptual Landscape Plan [CPSP-CLP.PDF]
    7. Outdoor Lighting and Photometric Plan [CPSP-OLPP.PDF]
    8. Materials/Color Board [CPSP-MCB.PDF]
    9. Legal Description [CPSP-LEGAL.PDF]

- ❑ Two (2) copies of a Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
    1. Information relating to the existing commercial center and all adjacent developments;
    2. All proposed site improvements; and,
    3. Proposed building architecture.

- ❑ Two (2) copies of a Site Plan drawing (can be multiple sheets if needed) (24” x 36” in size, folded to 9” x 12” in size) prepared in accordance with the City’s Zoning Ordinance, Design Guidelines and Engineering Standards showing the following information:
    1. Name, address, telephone, and e-mail address of the property owner;
    2. Name, address, telephone, and e-mail address of the applicant (if other than the owner)
    3. Name, address, telephone, and email address of the “Contact Person” for the application (if other than the owner);
    4. Signature of owner or documentation from the property owner stating that the applicant is authorized to represent the property owner in this application;
    5. Professional seal of designer;
    6. Project title and date;
    7. Address or description of general location of the subject property, including County Assessor A.P.N.;
    8. Boundary of the property (dimensioned);
    9. Area of the property (acreage and square feet);

10. Scale of drawing noted, with such scale no greater than 1 inch = 100 feet and no less than 1 inch = 60 feet. A site plan drawn to a scale of 1 inch = 50 feet may be submitted if the site is 10 acres or less in size;
11. North arrow noted on the site plan, with all related drawings being oriented in the same direction with north at the top (36 inch side) or right side of the sheet;
12. Vicinity map showing relationship of the proposed development to the nearest existing and planned arterial and major streets and oriented in the same direction as the site plan draining (not to scale);
13. Provide a legend with appropriate abbreviation and drawing symbol explanations;
14. Existing zoning of the property and all adjoining properties;
15. Location and width of all existing streets, alleys, right-of-way, medians, turn lanes, bus bays within or adjacent to the property;
16. Location and width of all existing driveways on the property and within 150 feet of the boundaries of the property;
17. Existing elevation of all property corners and at midpoints along all property lines;
18. Location of existing buildings on property;
19. Location of all existing utilities serving property;
20. Location of existing ditches, canals, fences, public and private easements or other physical structures on or adjacent to the property;
21. Location of existing and proposed fire hydrants and street lights on and within 400 feet of the property;
22. Location of any existing and proposed storm drain and retention facilities on or adjacent to the property;
23. Location, size, finish floor elevation and use of proposed buildings on the site;
24. Summary of all existing and proposed building areas (in square feet) by building and type of use proposed within each building;
25. Location of all building setback lines along the perimeter of the site;
26. Location and extent of all parking areas, including dimensions of all parking spaces, aisles and ADA Accessible Routes;
27. Calculation of required parking based on Zoning Ordinance requirements for all proposed uses and summary of parking provided on the site including handicap parking space calculation;
28. Location and width of all proposed driveways including sight visibility triangles;
29. Location, width and type of required improvements to all existing street(s) and/or alley(s);
30. Location, width of right-of-way and type of required improvements to all proposed street(s) and/or alley(s);
31. Location, size, and type of all proposed utility lines, including gas, telephone, electric, water and sewer, and proposed easements;
32. Identification of proposed fire lanes and access routes with required inside and outside turning radii shown;
33. Location and area of proposed landscape areas proposed on the site with calculation of the area as a percentage of site;
34. Location and area of any required open space proposed on the site with calculation the area as a percentage of the site;

35. Proposed finished elevations for all proposed paved areas, retention areas and landscape areas;
36. Identification of proposed use of any areas not used for building, parking, landscaping, or storm water retention;
37. Identification of proposed refuse service area (trash enclosure) with required turning radii and size and type of enclosure shown;
38. Location and size of any proposed freestanding signs;
39. Location of proposed light poles;
40. Location of proposed fences, walls or any other barriers or screen walls including the height and type of materials;
41. Location of any proposed bicycle parking to be provided;
42. Location of existing and proposed bike paths or multi-use trails within or adjacent to the property.

- ❑ Two (2) copies of the following Design Review documentation, which shall demonstrate compliance with Article 1-4 of the Zoning Ordinance:
  1. Copy of the approval letter for planned development design guidelines (if applicable);
  2. Black and white drawings of all building elevations (24” x 36” in size, folded to 9” x 12” in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance;
  3. Color renderings of all building elevations (24” x 36” in size, folded to 9” x 12” in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance, and if applicable, the approved planned development design guidelines;
  4. Black and white drawings of the conceptual floor plans for each proposed building;
  5. A materials board containing representative samples of all major exterior building materials proposed for use on the building.

- ❑ Two (2) copies of a Conceptual Landscape Plan (24” x 36” in size, folded to 9” x 12” in size) for the property including the following information:
  1. The location and identification of all proposed landscape areas on the site;
  2. The ground floor areas of all proposed buildings;
  3. The amount of all proposed landscaped areas, required and provided.
  4. The location of all proposed trees, shrubs, and other landscape materials and improvements.
  5. Notes or graphical representations adequately showing the intent of the proposed plans and materials.
  6. The location, height, type, and general design and finish of all proposed walls and other screening (if applicable).
  7. The location of all proposed storm water retention areas.
  8. A specific schedule of all trees, shrubs, and other landscaping materials identified by common and botanical name and the quantity and size of each of the landscape materials to be installed.

- ❑ Two (2) copies of a Preliminary Outdoor Lighting and Photometric Plan (24" x 36" in size, folded to 9" x 12" in size) in accordance with Article 10 of the Zoning Ordinance.

- ❑ All design documentation shall demonstrate compliance with any approved planned development design guidelines if applicable.

- ❑ Two (2) copies of a Legal Description of the property.

- ❑ Application Fees: $2,300
  3rd and subsequent reviews $530