



Submittal Standards

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be submitted electronically through [PROJECT DOX](#)
- ◆ Upload all documents and drawings in the appropriate folders.
- ◆ Upload all documents and drawings per required checklist, as Individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original to allow versioning.

Description	Document Naming Convention
Narrative fully describing the proposed project	Narrative
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.)	*Affidavit of Legal Interest
Scaled vicinity map showing the location of the subject property	Vicinity Map
Site Plan	Site Plan
The following items must be included on the site plan:	
• Date, scale, north arrow, and proposed project name	
• Dimensions	
• Name, address and phone number of owner(s), applicant, and engineer, surveyor or planner who prepared the site plan	
• Existing boundaries, property lines, and dimensions of the lot	
• Relationship to adjacent properties, streets, and private lanes	
• Easements and right-of-way lines on or adjacent to the lot	
• Existing and proposed zoning of the lot, and the zoning and land use of all adjacent properties	
• Building location(s)	
• Parking, bicycle parking facilities, and loading areas	
• Traffic access drives	
• Open/common spaces	
• Refuse and service areas	
• Utilities plan, including the following: Sewer, water, irrigation, and storm drainage (existing and proposed)	
• Calculations table including the following: <ul style="list-style-type: none"> ➢ Number of parking stalls required and provided (specify handicap and compact stalls) ➢ Number of bicycle stalls required and provided ➢ Building size (sq. ft.) ➢ Lot size (sq. ft.) ➢ Setbacks ➢ Easement locations 	
Landscape Plan (We encourage you to also submit at least one- color version for presentation purposes) – The following items must be included on the landscape	Landscape Plan

plan:	
• Date, scale, north arrow, and project name	
• Dimensions	
• Names, addresses, and telephone numbers of the developer and the person and/or firm preparing the plan	
• Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high groundwater areas, and rock outcroppings.	
• Location, size, and species of all existing trees on site with trunks 4 inches or greater in diameter, measured 6 inches above the ground. Indicate whether the tree will be retained or removed.	
• A statement of how existing healthy trees proposed to be retained will be protected from damage during construction	
• Existing buildings, structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, stormwater detention areas, signs, street furniture, and other man-made elements.	
• Existing and proposed contours for all areas steeper than 20% slope. Berms shall be shown with one-foot contours.	
• Sight Triangles as defined in 11-3A-3 of this ordinance.	
• Proposed landscaping with tree locations only	
• Proposed screening structures	
• Calculations of project components to demonstrate compliance with the requirements of this ordinance, including: <ul style="list-style-type: none"> ➢ Number of street trees and lineal feet of street frontage ➢ Width of street buffers (exclusive of right-of-way) ➢ Width of parking lot perimeter landscape strip ➢ Buffer width between different land uses ➢ Number of parking stalls and percent of parking area with internal landscaping ➢ Total number of trees and tree species mix ➢ Mitigation for removal of existing trees, including number of caliper inches being removed 	
Building elevations showing construction materials	Elevations
If applying for approval of a public school, provide additional information as required by the Public School Facility supplemental checklist per §67-6519.	*Public School Checklist
For new public utility construction (water, sewer, reclaimed water) applicants are required to submit:	
Autocad file of conceptual engineering plans, including pipe sizes and profiles, in a format that complies with the specifications for project Drawings found here	*Autocad file
Submit a PDF version of the conceptual engineering plans in the format specified above	*Public Utility Plan

*Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Accela.