



Current Planning Division
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The following is an outline of required drawings and information that shall be submitted in support of a rezoning request to a planned development (RP-1 through MP-2 inclusive), special use requests for new development, and preliminary development plans for new development or revisions to an approved development.

All applications for new development or revisions to an approved development shall be preceded by a pre-application conference with the Planning and Development Services Department staff per Unified Development Ordinance Section 18.140.030. Following the pre-application conference, the Director shall determine if any of the submittal requirements may be waived or if additional information is required.

I. Drawings.

- A. The applicant shall provide five copies of the following drawings. Site plans at an engineer scale and architectural drawings at an architect scale. One set of digital drawings, on a CD, shall also be provided in PDF format at a resolution of 300 dpi or greater.
- B. Drawings shall generally be on 24 X 36 inch (size D) sheets of paper; larger sheets of paper may be necessary for large projects. All drawings should be on consistent-sized sheets of paper.
- C. Drawings shall be submitted at a scale that is suitable for accurate measurements; additional drawings may be submitted that are at an enlarged scale or on tiled drawings of the overall project on separate sheets.
- D. The following drawings are typical of a complete submittal; **site plan (S)**, **conceptual drainage and stormwater management plan (C)**, **conceptual landscape plan (L)**, **conceptual building elevations (A)**, and other drawings as determined by the Director, such as site section, site details, and building details.
- E. The **overall site plan** shall be on a single sheet of paper. The size of the paper shall accommodate the entire boundary of the project and adjacent properties within 200 feet of the subject property. More detailed plans may be submitted on separate sheets at an enlarged scale.
 1. **Site plans** shall include the following basic information:
 - site data table with land area for each zoning district, total building floor area, site floor area ratio, number of dwelling units, density of residential development, required number of parking stalls and provided number of parking stalls
 - north arrow
 - scale
 - locations of all proposed (and existing that are to remain) buildings and structures, parking areas, drives, sidewalks, screen walls, decorative walls, retaining walls, amenity structures, pocket parks and any other paved surfaces on the site
 - all public streets and easements
 2. Plans shall indicate the following site dimensions:
 - building to building
 - building to property line
 - parking area to property line
 - overall site perimeter dimensions
 - widths of public streets and private access ways

- internal parking area dimensions
- sidewalk width
- easement width

F. Conceptual drainage and stormwater management plans shall be prepared by following the most current Engineering Services checklist.

1. An overall drainage plan shall be provided at an engineer scale that is suitable for accurate measurements; additional drawings may be submitted that are at an enlarged scale or on tiled drawings of the overall project on separate sheets.
 - a. Drainage plans shall include the following existing and approved, but not built, infrastructure:
 - streets
 - culverts
 - STFs
 - detention ponds
 - paved or earthen ditches
 - storm sewer lines and inlets
 - b. Drainage plans shall include a slope analysis that graphically identifies the following slope ranges:
 - 0% to 5% slope
 - 6% to 10% slope
 - 11% to 17% slope
 - 18% slope and greater
 - c. The conceptual stormwater management plan shall include all of the stormwater treatment facilities that are proposed. The facilities shall be shown in the approximate size and shape and also be labeled by type of facility.
2. A conceptual drainage plan shall include all information requested by city staff following a pre-application conference, including but not limited to, existing drainage channels and pipe systems, ponds, lakes, stream corridors and stormwater treatment facilities (STFs) as required per ordinance.
3. A Stormwater Management Study is required to be submitted along with the site plans for all developments, unless waived by the Director.

G. Conceptual building elevations shall be provided for each building type proposed in the development. Building types will vary by use, size and number of stories. The elevations may be conceptual but shall indicate the size, number of stories, scale, and architectural style of the structure.

1. The building elevations shall be at an architect scale so that a complete building facade fits on a single sheet of paper.
2. Building elevations shall be drawn with patterns and symbols to indicate materials and textures. A general description of the materials and colors shall be indicated in a materials schedule on the drawings.

- H. **Conceptual landscape plans** shall include the entire site on a single sheet of paper, additional drawings may be submitted that are at an enlarged scale or on tiled drawings of the overall project on separate sheets.
1. The landscape plan shall indicate the following types of plant materials with unique symbols:
 - Shade tree
 - Evergreen tree
 - Ornamental tree
 - Shrub
 - Flower bed and seasonal plantings
 - STF plantings
 2. The landscape plan shall indicate existing trees that are to remain with a bold line or circle and a bold dot indicating the trunk location of the tree.
 3. The conceptual landscape plan shall include all site amenity features, such as, sculptures, decorative structures, patios, pocket parks, and intersection features.
- II. Applications to rezone to MXD shall provide the additional requirements for these projects listed in Unified Development Ordinance Section 18.140.190.D and in the Mixed Use Design Standards.
- III. Additional studies, documentation and plans.
- A. Additional studies such as; traffic studies, geomorphology analysis, or other technical studies may be required at the time of application submittal as deemed pertinent by the Director per Ordinance Section 18.140.040.
 - B. The determination of whether additional studies are required will be made following a pre-application conference.