

## COMMERCIAL, INDUSTRIAL, AND MULTIFAMILY APPLICATIONS

Any applications involving: **(1) new construction;**  
**(2) change of use of the property; or**  
**(3) structural expansion.**

In addition to two full sets of building plans and a completed building permit application form (including the legal description) for your building permit application, 5 copies of the site plan and any related plans must be submitted for review to the Site Development Review Committee. The site plan must be drawn to an appropriate scale (typically 1"=20' or 1"=10') and, at a minimum, address the following:

- \_\_\_\_\_ (1) North arrow, vicinity map indicating project location, and indication of scale;
- \_\_\_\_\_ (2) All property lines with dimensions (if multiple contiguous lots are being developed, show each property line even if internal to the site and include a copy of the deed for each parcel);
- \_\_\_\_\_ (3) All existing improvements on the property (structures, fences, driveways, sidewalks, curb cuts, signage, etc);
- \_\_\_\_\_ (4) All adjacent rights-of-way;
- \_\_\_\_\_ (5) All proposed improvements, including new construction, parking, landscaping, fencing, sidewalks, driveways, lighting, drainage, and any other proposed changes to the property;
- \_\_\_\_\_ (6) All existing utilities and utility easements and all proposed utility mains, lines, extensions, and easements;
- \_\_\_\_\_ (7) Existing and proposed fire hydrant location(s) and/or any proposed fire code related features such as fire lanes;
- \_\_\_\_\_ (8) Proposed drainage and grading plans (to be coordinated with Public Works);
- \_\_\_\_\_ (9) Proposed landscape plan (to be coordinated with the Parks Dept.)
- \_\_\_\_\_ (10) Handicap access, including ramps and parking.
- \_\_\_\_\_ (11) A full exterior lighting plan, which shall include (a) specifications for all exterior lights (including wall mounted lighting); (b) total pole heights for all poles; and (c) a photometric layout with a 10 foot grid or contours.