



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 use of the property, including the following: <ul style="list-style-type: none"> ➤ Information on any previous approvals or requirements for the requested use (i.e., applicable conditions of approval or Development Agreement) 	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
Stamped site plan from Republic Services approving the details and location of the trash enclosure and access drive. Contact Bruce Smith at Smithbr9@republicservices.com ; Bill Pastor at WPastoor@republicservices.com or Konrad McDannel at kmcdannel@republicservices.com	*Trash Enclosure Approval
A photometric test report for any light fixture(s) with a maximum output of 1,800 lumens or more (see UDC 11-3A-11)	*Photometric Plan
Copy of the recorded plat the property lies within (8 ½" x 11")	Recorded Plat
Site Plan	Site Plan
The following items must be shown on the site plan:	
<ul style="list-style-type: none"> • Date, scale, dimensions, north arrow, and project name • Names, addresses, and telephone numbers of the developer and the person and/or firm preparing the plan • Parking stalls and drive aisles • Location and detail of bicycle parking facilities • Trash and/or recycling enclosure(s) location • Detail of trash and/or recycling enclosure (must be screened on 3 sides) • Location and specifications for underground irrigation (Pressurized irrigation can only be waived if you prove no water rights exist to subject property) • Sidewalks or pathways (proposed and existing) • Location of proposed building on lot (include dimensions to property lines) • Fencing (proposed and existing) • 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 The following items must be included on the landscape plan:	Landscape Plan
<ul style="list-style-type: none"> • Date, scale, dimensions, north arrow, and project name 	
<ul style="list-style-type: none"> • Names, addresses, and telephone numbers of the developer and the person and/or firm preparing the plan 	
<ul style="list-style-type: none"> • Stamp/signature of a landscape architect, landscape designer, or qualified nurseryman preparing the plan 	
<ul style="list-style-type: none"> • Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high groundwater areas, and rock outcroppings 	
<ul style="list-style-type: none"> • 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 	
<ul style="list-style-type: none"> • A statement of how existing healthy trees proposed to be retained will be protected from damage during construction 	
<ul style="list-style-type: none"> • Existing and/or structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, fire hydrants, stormwater detention areas, signs, street furniture, and other man-made elements 	
<ul style="list-style-type: none"> • Existing and proposed contours for all areas steeper than 20% slope. Berms shall be shown with one-foot contours 	
<ul style="list-style-type: none"> • Sight Triangles as defined in 11-3A-3 of this ordinance 	
<ul style="list-style-type: none"> • Location and labels for all proposed plants, including trees, shrubs, and groundcovers (trees must not be planted in City water or sewer easements or within five feet of fire hydrants). Scale shown for plant materials shall reflect approximate mature size 	
<ul style="list-style-type: none"> • A plant list that shows the plant symbol, quantity, botanical name, common name, minimum planting size and container, tree class (I, II, or III), and comments (for spacing, staking, and installation as appropriate) 	
<ul style="list-style-type: none"> • Calculations of project components to demonstrate compliance with the requirements of this ordinance, including: <ul style="list-style-type: none"> ➢ Width of street buffers, lineal feet of street frontage, and number of street trees ➢ Residential subdivision trees ➢ Acreage and percentage dedicated for common open space ➢ Acreage and percentage dedicated for qualified open space ➢ Number of trees provided on common lot(s) ➢ Mitigation for removal of existing trees 	
<ul style="list-style-type: none"> • Planting and installation details as necessary to ensure conformance with all required standards 	
<ul style="list-style-type: none"> • Design drawing(s) of all fencing proposed for screening purposes. Include height and material 	
Building elevations showing construction materials. We encourage you to submit at least one-color version	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 PDF copy 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.**