

Submittal Requirements

- Development Project Initiation Sheet
- Review Fees
- Submittals must be provided electronically in PDF format. Original AutoCAD drawings must be formatted to 24" x 36" sheet size
- Written and graphic scale 1"=100' or larger
- North arrow must be clearly shown and must be in the same direction on all sheets

Required Sheets

- 1) Cover Sheet
- 2) Site Plan
- 3) Grading and Drainage Plan
- 4) Landscape Plan
- 5) Building Plan
- 6) Lighting and Photometric Plan
- 7) Signage Plan
- 8) Utility Plan

REQUIRED INFORMATION

Cover Sheet

- 1) Title Block
- 2) Vicinity Map identifying the subject property, adjoining streets and curb cuts, and rivers and streams in the surrounding area. Generally, the vicinity map should include the area within a ½ mile radius of the site and should be at a scale of 1"=1,000'
- 3) Sheet Index
- 4) Legal Description of the subject property, including address and parcel number

Site Plan

- 1) Boundary lines of property with dimensions
- 2) Adjacent properties and structures
- 3) Existing adjacent and on-site streets and rights-of-way
- 4) Required and proposed rights-of-way of streets and easements adjacent to and on the site
- 5) Existing and proposed sidewalks, walkways, and bikeways
- 6) Locations of buildings and structures
 - a. Structural dimensions
 - b. Setbacks from property lines
- 7) Curbs, parking facilities, and driveways with dimensions
- 8) Location and detailed drawings of fences and retaining walls
- 9) Access to interior refuse and recyclable collection areas

- 10) Exterior mechanical equipment and utility connections
- 11) Water bodies, streams lakes, ponds, marshes, wetlands, special flood hazard areas
- 12) Traffic flow on-site and off-site
- 13) Construction phasing
- 14) Site statistics
 - a. Site and building square footage
 - b. Percentage of site coverage
 - c. Area of parks and open space
 - d. Number of parking spaces (employee, non-employee, and handicapped)
 - e. Parking space lane width dimensions

Grading and Drainage Plan

- 1) Existing contours at a minimum interval of two feet
- 2) Proposed contours at a minimum interval of two feet
- 3) Retaining wall locations and construction details
- 4) Erosion control measures and temporary ponding areas
- 5) Permanent ponding areas with retention calculations
- 6) If applicable, cross sections of existing and proposed grades, including adjacent properties
- 7) If applicable, cut and fill plans showing extent earth movement in 2-foot increments

Landscape Plan

- 1) A complete landscape plan showing location, size, number and species of all proposed plan materials
- 2) Proposed berms for landscaping and screening
- 3) Existing individual trees and proposed tree protection details

Building Plan

- 1) Elevation drawings of all proposed buildings and structures, and identification of all exterior building materials and color
- 2) Dimensioned floor plans for all stories of proposed buildings and structures with room usage
- 3) Underground parking plans with dimensions
- 4) Typical residential unit plans with dimensions and square footage
- 5) Residential storage areas
- 6) Waste receptacle storage locations
- 7) Fire Department connections and communications panels
- 8) Location, type, and height and screening of rooftop equipment
- 9) Floor plans showing the gas and electrical metering equipment and other mechanical equipment
- 10) Building statistics:
 - a. Gross and net leasable square footage of all existing and proposed structures
 - b. Building height and roof height
 - c. Dwelling unit sizes and bedroom mixes (if applicable)

Lighting and Photometric Plan

- 1) Photometric illumination plan showing:
 - a. Location, height, and type of all exterior lighting, including parking lot, walkway, and wall fixtures
- 2) Manufacturers specification sheets
- 3) Photometric measurements in foot candles

Signage Plan

- 1) Locations of all building signs and freestanding signs with setback dimensions
- 2) Dimensioned drawings of each sign

Utility Plans

- 2) Existing and proposed water lines and sewer pipe sizes
- 3) Existing and proposed storm sewer systems on and adjacent to the site
 - a. Pipe type and size
 - b. Catch basin locations, top of casting, invert elevations, and direction of flow
 - c. Ponding areas and capacities
- 4) Existing and sanitary sewer systems on and adjacent to the site
 - a. Pipe type and size
 - b. Manhole locations, top of casting and invert elevations
 - c. Lift station locations
- 5) Existing and water lines on and adjacent to the site
 - a. Pipe type and size
 - b. Fire hydrant locations
 - c. Fire Department connections
- 6) Existing and proposed telephone, electric, natural gas and cable television services
- 7) Any proposed on-site fuel storage

For further information

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|-------------------------------|--------------|
| Planning & Redevelopment..... | 309-732-2900 |
| Building & Inspections..... | 309-732-2910 |
| Public Works Department..... | 309-732-2200 |
| Fire Marshall..... | 309-732-2800 |