



**ZONING SUBMISSIONS**  
**Planned Development – Detail Site Plan**  
**(In conformance with approved Concept PD)**  
*DRC Staff Approval*

**Submission Requirements:**

- ✓ Completed application form signed by the owner of the property
- ✓ Filing fee
- ✓ Transmittal Letter

**The following sets of prints will be required throughout the review process:**

- ✓ Mandatory Pre-Application
  - Written statement and supporting exhibits as required to demonstrate conformance with the approved Concept PD  
*Note that if the Detail Site Plan is **not** in conformance with the approved Concept Plan and/or if no Concept Plan exists, the Detail Site Plan approval will follow the same procedure as required to establish the PD zoning (P&Z and City Council approval).*
  - One (1) 24"x36" set of prints of Site Plan, Landscape Plan, Tree Survey/Mitigation Plan, Building Elevations and Sign Plan, to be submitted for Staff's pre-review
- ✓ Filing Deadline
  - Seven (7) 24"x 36" prints of all exhibits (FOLDED IN SETS)
  - Four (4) 24" x 36" prints of Tree Survey/Mitigation Plan, if required
  - One (1) 24"x 36" print of the Preliminary Utility Plan, if required
  - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ DRC Meeting
  - Two (2) REVISED 24"x 36" sets of prints, addressing DRC comments for discussion at DRC meeting with the applicant. One set will be submitted to DRC Staff; the other set is to record any additional revisions discussed at the meeting.
- ✓ Approval Set
  - Two (2) REVISED 24"x36" sets of prints, addressing DRC comments
  - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred

## **Detail Site Plan:**

Applicant/Staff

- Title block located in lower right corner with name of the project, subdivision name, block and lot numbers, survey name and abstract number, number of acres, date of preparation.
- Name, address, phone and email addresses for owner, applicant, architect and/or engineer, preparing the plan.
- North arrow (should be pointing up or to the right) and scale (generally a minimum of 1"=50').
- Site Data Table as follows:
  - Existing zoning
  - Proposed uses
  - Square footage of each proposed use
  - Building area - gross square footage
  - Building height
  - Required and provided parking spaces per each use
  - Proposed lot coverage
  - Floor area ratio
- Zoning districts on and adjacent to the property.
- Boundaries of the property with dimensions.
- Adjoining streets including curbs, existing and proposed sidewalks, existing and proposed median openings and all street intersections, driveways and alleys within 200 feet of the property.
- Indicate spacing between driveways within the subject property and adjacent properties as required in the *Subdivision Ordinance*.
- Parking layout and driveways including loading areas, fire lanes (minimum 24' wide), access easements, parking space dimensions (typical 9' x 19') and aisle width (typical 24' wide).
- All existing and proposed drainage and utility easements.
- Topography with contour intervals of five (5) or less and minimum finished floor elevations both referenced to mean sea level datum.
- Show the location of the FEMA 100-year flood plain.
- Refuse facilities and mechanical equipment including height, materials and elevations of proposed screening.
- Lighting facilities, security lighting, screening and glare shades.
- Proposed attached and monument signs including elevations showing dimensions, total square footage, materials, colors, font and light source (if any). Sign elevations may be shown on a separate sheet.
- Fire hydrant layout.
- Additional information as needed.

## **Preliminary Engineering:**

Applicant/Staff

- Preliminary Engineering (Preliminary Utility Plan)

## **Landscape Plan:**

Applicant/Staff

- The block located in lower right corner (titled as Landscape Plan) with project name, block and lot numbers and date of preparation.
- Name, address, phone and email addresses of owner, applicant and Landscape Architect preparing the plan.
- North arrow and scale (generally minimum 1"=50'). The Landscape Plan must be at the same scale as the site plan. North arrow should be up or to the right.
- Boundaries of the property with dimensions.
- Landscape Data Table showing required/provided trees/shrubs and square footage for each category as follows:
  - Perimeter Landscaping: \_\_\_\_\_ sq. ft. required \_\_\_\_\_ sq. ft. provided  
Trees # \_\_\_\_\_ required # \_\_\_\_\_ provided
  - Interior Landscaping: \_\_\_\_\_ sq. ft. required \_\_\_\_\_ sq. ft. provided  
Trees # \_\_\_\_\_ required # \_\_\_\_\_ provided
  - Non-vehicular Landscaping: \_\_\_\_\_ sq. ft. required \_\_\_\_\_ sq. ft. provided  
Trees # \_\_\_\_\_ required # \_\_\_\_\_ provided
  - Percentage of Total Site Area devoted to landscaping: \_\_\_\_\_%
- Plant List/Schedule Table showing number of each species of trees and shrubs including caliper inches, species and scientific name.
- Plant Legend if symbols or abbreviations are used.
- Clearly show landscape areas and plant materials on plan designated to fulfill interior, perimeter and non-vehicular landscape requirements.
- Location of all trees to be preserved.
- Spacing of plant material to be used.
- Description of maintenance provisions for the Landscaping.
- Existing and proposed utility easements.
- Show proposed and existing sidewalks.
- Note that all landscaped areas shall be fully irrigated and an irrigation plan will be required with the Building Permit.

## **Tree Survey:**

Applicant/Staff

- Complete tree survey per Article 34, Division 2 of the *Zoning Ordinance*.

## **Building Elevations:**

Applicant/Staff

- North, south, east and west building elevations.
- Proposed building colors and materials including manufacturer's specifications.
- Proposed building height.
- Percentage of masonry materials.

## **Color Board:**

Applicant/Staff

- The color board shall indicate the name of the proposed project and show a sampling of all proposed materials in the appropriate color and labeled accordingly.