

# APPLICATION REQUIREMENTS



Updated 6/29/15

## Concept Plan

**SUBMITTAL CHECKLIST:** This checklist is intended to assist you in preparing a complete plan that will address all City land use development project standards, requirements and review criteria. The following information must be included with the plan submittal. You may identify items you feel are not applicable. If justified, the City may exempt any requirement. *Note: The Land Use Review Division may require additional information in accordance with City Code Section 7.5.202.B.*

*Note: If concept plan is to be used in lieu of a preliminary plat, then all of the submittal and context requirements for both a concept plan and preliminary plat shall be provided. Refer to and attach a copy of the preliminary plat checklist.*

Applicant	Planner
<input type="checkbox"/> <b>General Development Application Form</b>	<input type="checkbox"/>
<input type="checkbox"/> _____ Copies of a <b>Project Statement</b> identifying the following: (# TBD by Planner) 1. Description: Describe the project and/or land uses proposed 2. Justification: Justify the approval of the project and address the review criteria at the end of this checklist 3. Issues: Explain how the identified issues have been addressed or mitigated	<input type="checkbox"/>
<input type="checkbox"/> _____ Copies of a <b>Concept Plan</b> showing all "Plan Content Requirements" below (# TBD by Planner)	<input type="checkbox"/>
<input type="checkbox"/> A copy of the proposed plan, reduced to <b>11" x 17"</b> , or a <b>.pdf</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Mineral Estate Owner Notification Certification Affidavit</b> (Public Hearing Items ONLY)	<input type="checkbox"/>

Required **Reports and Studies** (To be determined at the pre-application or LDTC meetings). *The reports and/or studies must be prepared by the appropriate qualified professional.*

<input type="checkbox"/> 4 copies of a <b>Geologic Hazards Study</b> (EDRD & LUR)	<input type="checkbox"/>
<input type="checkbox"/> 4 copies of a <b>Drainage Study</b> (EDRD)	<input type="checkbox"/>
<input type="checkbox"/> 4 copies of a <b>Traffic Impact Analysis</b> (EDRD)	<input type="checkbox"/>
<input type="checkbox"/> 4 copies of a <b>Hydraulic Grade Line Request Form</b> (CSU)	<input type="checkbox"/>
<input type="checkbox"/> 4 copies of a <b>Wastewater Master Facilities Report</b> (CSU)	<input type="checkbox"/>
<input type="checkbox"/> 4 copies of a <b>Land Suitability Analysis</b> (if not approved with Master Plan).	<input type="checkbox"/>
<input type="checkbox"/> 4 copies of a <b>Utility and Public Facility Plan</b> (CSU & EDRD)	<input type="checkbox"/>

**PLAN CONTENTS:** All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected. Plans must not exceed 24 in. x 36 in. and should be folded no larger than 9 in. x 14 in. with the lower right-hand corner exposed. **Note: If additional detail beyond that which is required below is provided, the plan will be reviewed based on that detail.**

### General Information

Each **Plan Sheet** should show the following information:

<input type="checkbox"/> Concept Plan Name	<input type="checkbox"/>
<input type="checkbox"/> City File Number	<input type="checkbox"/>
<input type="checkbox"/> Sheet number (i.e. 1 of X, 2 of X, etc.)	<input type="checkbox"/>
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<input type="checkbox"/> Scale, both written and graphic	<input type="checkbox"/>
<input type="checkbox"/> Space for approval stamp	<input type="checkbox"/>

Provide a **Cover Sheet** with the following information:

<input type="checkbox"/> Vicinity map	<input type="checkbox"/>
<input type="checkbox"/> Index map, if necessary for multiple sheets	<input type="checkbox"/>

**PLAN CONTENTS:** *continued from previous page*

<u>Applicant</u>	<u>Planner</u>
<input type="checkbox"/> Owner/Developer name & address	<input type="checkbox"/>
<input type="checkbox"/> Applicant name & address	<input type="checkbox"/>
<input type="checkbox"/> Legal description	<input type="checkbox"/>
<input type="checkbox"/> Date of preparation	<input type="checkbox"/>
<input type="checkbox"/> Total concept plan area (in acres or square feet)	<input type="checkbox"/>
<input type="checkbox"/> Site address, if known	<input type="checkbox"/>
<input type="checkbox"/> Name of master plan and City file number (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Indicate whether the concept plan is to be used for preliminary platting purposes	<input type="checkbox"/>
<input type="checkbox"/> FEMA floodplain statement, community map number and date	<input type="checkbox"/>
<input type="checkbox"/> Information on existing buildings, including respective square footage and use	<input type="checkbox"/>
<input type="checkbox"/> A list of proposed land uses and respective acreage	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed zone district classification and applicable conditions of record with City Ordinance number	<input type="checkbox"/>
<input type="checkbox"/> For non-residential projects, indicate the potential land use types, maximum square footage of commercial, office and industrial space, and maximum building heights	<input type="checkbox"/>
<input type="checkbox"/> For residential projects, include the potential housing types, approximate number of lots and/or units, density ranges, maximum building height, and minimum lot size.	<input type="checkbox"/>
<input type="checkbox"/> Notes describing any easements permitting the use of the property by others	<input type="checkbox"/>
<input type="checkbox"/> Notes describing any approved variances which apply to the property	<input type="checkbox"/>

**Vicinity**

<input type="checkbox"/> Show existing streets with their classifications, land uses, principal buildings, significant natural features as shown on the approved Land Suitability Analysis, public facilities, major easements, rights-of-way dimensions, and zone districts for all properties within 100 feet of the project boundaries.	<input type="checkbox"/>
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**Land Use**

<input type="checkbox"/> Project boundaries with dimensions	<input type="checkbox"/>
<input type="checkbox"/> City boundaries (if submitted concurrently with an annexation)	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed zone district classifications and boundaries	<input type="checkbox"/>
<input type="checkbox"/> Existing buildings (if buildings are to remain)	<input type="checkbox"/>
<input type="checkbox"/> Existing streams and other natural features as shown on the approved Land Suitability Analysis	<input type="checkbox"/>
<input type="checkbox"/> Existing historic-sites, if known	<input type="checkbox"/>
<input type="checkbox"/> Existing topography at two-foot maximum contour intervals	<input type="checkbox"/>

Proposed land use(s) of the plan area or by parcels, including:

<input type="checkbox"/> General land use type designations and locations	<input type="checkbox"/>
<input type="checkbox"/> Approximate location of existing and proposed lots and tracts, if known	<input type="checkbox"/>
<input type="checkbox"/> Approximate location of access points	<input type="checkbox"/>
<input type="checkbox"/> Approximate location of building and landscape setback and buffer areas	<input type="checkbox"/>
<input type="checkbox"/> Approximate location of public uses, including parks, schools, fire and police stations, and other public facilities areas	<input type="checkbox"/>
<input type="checkbox"/> Approximate location of public or private open space areas	<input type="checkbox"/>
<input type="checkbox"/> Approximate location of natural feature preservation or protection areas, including floodplain areas	<input type="checkbox"/>

**PLAN CONTENTS:** *continued from previous pages*

Applicant

Planner

**Streets, Sidewalks, and Trails**

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Existing and proposed streets, intersections, street names (if known), classifications with the location and dimensions of rights-of-way and pavement | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed easements and other rights-of-way. Show the location with dimensions, use and maintenance information.                          | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed trail, sidewalk and bicycle route corridors   | <input type="checkbox"/> |

**Phasing**

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Estimated number and extent of the development phases and the approximate sequence of the construction of the project and the construction and installation of public utilities, facilities, and improvements | <input type="checkbox"/> |
|--|--------------------------|

**Additional Components**

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> <b>Coordinated Sign Plan (CSP)</b> , if applicable | <input type="checkbox"/> |
|---|--------------------------|

**CONCEPT PLAN REVIEW CRITERIA**

The City will review your concept plan using the following criteria. A concept plan will be approved when the plan complies with all the requirements of the zone district in which it is located, is consistent with the intent and purpose of this zoning code and is compatible with the existing and proposed land uses surrounding the site. This checklist shall apply to all PUD Concept Plans. Refer to the PUD Concept Plan specific review criteria found in City Code Section 7.3.605. *Note: the concept plan approval does not entitle the project to any future approvals.*

1. Will the proposed development have a detrimental effect upon the general health, welfare and safety or convenience of persons residing or working in the neighborhood of the proposed development?
2. Will the proposed density, types of land uses and range of square footages permit adequate light and air both on and off site?
3. Are the permitted uses, bulk requirements and required landscaping appropriate to the type of development, the neighborhood and the community?
4. Are the proposed ingress/egress points, traffic circulation, parking areas, loading and service areas and pedestrian areas designed to promote safety, convenience and ease of traffic flow and pedestrian movement both on and off the site?
5. Will the proposed development overburden the capacities of existing streets, utilities, parks, schools and other public facilities?
6. Does the proposed development promote the stabilization and preservation of the existing properties in adjacent areas and surrounding residential neighborhoods?
7. Does the concept plan show how any potentially detrimental use to use relationships (e.g. commercial use adjacent to single-family homes) will be mitigated? Does the development provide a gradual transition between uses of differing intensities?
8. Is the proposed concept plan in conformance with all requirements of this Zoning Code, the Subdivision Code and with all applicable elements of the Comprehensive Plan?

