

Project Location/Address _____

Submittal Requirements - To assist staff prepare a complete response to your request, provide the following information:

- ✓ Completed Checklist
- ✓ Site Plan: with dimensions showing existing and proposed improvements
- ✓ Aerial photos: include property within 300 feet of proposed development
- ✓ Project Description/Narrative including description of proposed uses
- ✓ **(Optional)** List of questions: General Plan issues, neighborhood issues, and infrastructure
- ✓ **(Design Review Board requests only)** Building Elevations and/or photos

Project and Site Information:

Planning

- ✓ Vicinity Map, Graphic Scale and North Arrow
- ✓ Site Plan: Showing existing and proposed uses
- ✓ Uses of adjacent property
- ✓ Zoning: Existing and proposed
- ✓ Existing and proposed building heights, building footprints and square footages
- ✓ Setbacks
- ✓ Location of parking, number of spaces required and provided
- ✓ Dimensions, gross site acreage and net acreage
- ✓ Any building additions and/or changes
- ✓ If located within Falcon Field airport, provide a copy of the approval letter from Falcon Field Airport

Dev. Eng.

- ✓ Existing structure(s) and site conditions identified
- ✓ Existing driveways and/or street(s) adjacent to or across from site
- ✓ Existing and proposed driveway locations and widths
- ✓ Location of retention basins and retaining walls
- ✓ Solid waste container location and access route

Additional information may be required during subsequent reviews.