



## Pre-Submittal Exhibit Checklist

Case# \_\_\_\_\_ Project Name \_\_\_\_\_

Pre-Submittal Conferences are intended to offer preliminary review and comments regarding proposed development cases. The comments provided are preliminary in nature to provide direction for the creation of detailed exhibits as part of a complete application for public hearing review. Staff reserves the right to make additional comments based upon future submittals. Expect more detailed review and in-depth comments on your formal submittal.

Please check exhibits provided for this pre-submittal:

- Project Description/Narrative including description of proposed uses (Required)\_
- Site Plan: with dimensions showing existing and proposed improvements
- Landscape Plan
- Preliminary Grading, Drainage and Utility Plan
- Proposed product to be reviewed, including plot plans and elevations
- Building Elevations and/or photos
- Floor Plans
- Aerial photos: include property within 300 feet of proposed development
- List of questions: General Plan issues, neighborhood issues, and infrastructure

Project and Site Information Provided on Exhibits:

- Vicinity Map, Graphic Scale and North Arrow
- 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
- 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

Small Lot Residential Requests including RSL zoned lots, cluster development, and townhomes require the following exhibits at the time of Pre-submittal:

- Project Description/Narrative including description of proposed uses
- Site Plan: with dimensions showing existing and proposed improvements
- Proposed product (fully dimensioned) including:
  - o Floor Plans
  - o Plot Plans
  - o 4-sided elevations with colors and materials

**\*Only exhibits checked above will be commented on during this Pre-Submittal Conference**

**\*\*Additional information may be required during subsequent reviews.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_