

# PLAN COMMISSION CHECKLIST

## COMMERCIAL and INDUSTRIAL PRELIMINARY PLAN REVIEW

- Four (4) full-size, (one of which must be in COLOR) and seven (7) reduced copies unless waived by the department. The reduced set of copies should include the project location map showing a ½ mile radius, a COLORED landscape plan, COLORED building elevations, and exterior light fixture cut sheets.
- One digital copy of all plans (JPG or PDF) **including the colored plans.**
- Written Statement - A written statement containing a general description of the project, including ownership, the number of phases for development, if more than one, the number of buildings, the area of each building, and the number of parking stalls.
- Plat of Survey - A plat of survey by a registered land surveyor, showing thereon the exact net area of the site, and of each phase, if more than one phase.
- Site Plan. An accurate scale map of the proposed development at an engineers scale of at least 1" = 40' showing the following where applicable:
  - Existing topography referenced to City datum and platted at 2 foot contour intervals, except that five foot intervals may be accepted where warranted by extremes in topography. These contours must extend at least 20 feet onto surrounding properties;
  - All existing rights-of-way, easements, pavements, structures, utilities, drainage facilities, lot lines and natural features such as wooded areas, streams, ponds, wetlands, and floodplain;
  - Locations, dimensions and grades of all proposed structures, with each structure referenced to the building plans, and including (on drawing) the locations and grade of all buildings within 100' of property;
  - Proposed topography showing grading of all proposed roadways, drives, walks, parking areas, and stormwater management facilities;
  - Generalized landscaping plan showing areas to be planted and nature of plantings; and
  - General utility system plans, including sanitary sewer, storm drainage, water distribution, telephone, gas, and electric in sufficient detail to allow evaluation of their adequacy. The developer shall consult with the Engineering Department and the Water Utility for direction.
- Building Plans. Of sufficient detail to illustrate the architectural character of every building including the following:
  - Partial building elevation sketches indicating representative materials, finishes, and architectural style, with reference to all sides of every building;
  - Representative floor plans indicating layout of each floor.
- Review Fee. A review fee equal to \$300 plus \$15.00 per 1000 sq. ft. of floor area.