



Application Checklist

To apply for plan review, use the City's [online Planning Application](#). The application will prompt you for the information regarding the project's location, contact information. It will also prompt you to attach electronic documents including a detailed project description and set of professionally prepared site, landscaping, and architectural plans. These documents should include the following information:

Project Description

- Description of building improvements
- Timeline for when work will be completed
- Description of all operations/services
- Days and hours of operations

Site, Landscaping, Architectural Plans

- Site plans should include:
 - **Parcel:** A small orientation drawing of the location of the parcel within the quarter-section oriented in the same direction as the site plan.
 - **Structures:** The location, size, shape, height and use of all buildings and other structures on the site. This includes the location, height, type and materials of all walls and fences.
 - **Topography:** The site plan shall show existing topography on the site, or existing and finished grades as well as structures and lot corners.
 - **Paved areas:** All paved areas including, but not limited to, parking areas, driveways, walks, malls, etc.
 - All parking stalls and the location of wheel stops and bumper guards. A schedule showing the number of parking spaces required per ordinance.
 - ADA features including ramps, ADA parking stalls and paths of travel from public right of way and parking facilities to the building entrance.
 - Vehicular and pedestrian circulation patterns on the site. This shall include all building entrances, access points to the site for vehicles and pedestrians, curbing and driveway openings.
 - **Refuse areas:** The location, type, size of enclosure and screening for refuse collection. Refuse areas shall be enclosed on four sides and include a secondary personnel door. Provide a detail of the screen type.
 - **Stormwater and utilities:** Direction of water flow and the location of catch basins in parking areas. Delineate all other utility services to and through the site.
 - **Snow storage:** Location and size of snow storage areas.
 - **Signage:** the precise design and materials of all signs and other graphics on the site.



Site, Landscaping, Architectural Plans (ctd.)

- Landscaping plans should include:
 - **Landscaping areas:** Location of all planting areas, open space and other green areas indicated on site plan.
 - **Planting plan:** Indicate location and species of all plants on site.
 - **Plantings schedule:** Plant species (common names), quantities and sizes must be shown on the plan in a detailed plantings schedule, including cost of materials and installation.
- Architectural plans should include:
 - **Elevations:** The precise design, materials, and colors of all proposed exterior improvements. Indicate modifications.
 - **Floor plans:** The precise layout of all floors in all buildings on site. Indicate modifications.
- Other
 - **Lighting:** An exterior lighting plan shall be presented showing types and locations of all fixtures as well as the coverage and level of lighting on the subject property and neighboring properties.