Section 2.3 of the UDC requires a pre-application meeting with planning staff prior to submittal of a land use application.

Per Section 2.3.2.B of the UDC, the Planning Director shall determine the form and number of application materials required.

Required Attachments

- Filing Fee of $600 and Land Use Application (separate attachment)

- The applicant shall submit to the Director all of the information required in the application packet, along with any information identified in the pre-application meeting and all required information stated elsewhere in this Code for a minor site plan review. At minimum, the application shall include the following:
  a. A site plan on a dimensioned plat of the property clearly indicating the following information:
     i. The site location, dimensions and topography. Topography shall be at two-foot contours for properties with less than ten percent slope and five foot contours for properties with greater than ten percent slope;
     ii. The immediately adjoining properties and an indication of the land uses existing on adjoining properties;
     iii. The location on the site of all existing and proposed buildings and structures;
     v. The location of all parking areas (vehicle and bicycle), driveways, and sidewalks;
     v. The location of all proposed landscaping and fencing or walls. Elevations of fences and walls shall be provided if proposed;
     vi. The location of existing and/or proposed drainage facilities;
vii. The location of streets, alleys, trails;
viii. The location of all solid waste containers;
ix. The location of all snow storage areas; and
x. The location and size of existing and proposed utilities, existing and proposed easements and an indication of any changes in these utilities which will be necessitated by the proposed project.

b. A table of site data calculations indicating:
i. Total number of dwelling units and number of each type of unit (studio, one bedroom, etc.);
ii. Floor area of each dwelling unit;
iii. Lot size and dimensions;
iv. Setbacks to be maintained;
v. Total area of all impervious surfaces, including area covered by primary buildings and accessory buildings, area covered by parking areas and garages, driveways, decks, sidewalks and other impervious surfaces;
vi. The amount of private outdoor open space and the amount of bulk storage space;
vii. Total landscaped area;
viii. Total number of parking spaces (vehicle and bicycle) provided;

c. Conceptual building elevations with notes indicating type of construction, exterior finishes, location of entry doors, decks, and other external structures;
d. Sample material boards with proposed façade treatments, roofing materials, and other relevant building treatments; and
e. A final grading plan which shows both present and proposed drainage. The drainage plan should be submitted by a licensed engineer if appropriate.

☐ Additional information requested at the pre-application meeting: