



Department of City Planning
Site Plan Review Application (Effective January 2025)

Date _____

Applicant/Authorized Agent: _____

Address: _____

Email: _____ Phone Number: _____ Cell Number: _____

Developer's Name: _____ Property Owner: _____

Developer's Email: _____ Developer's Phone: _____

Project Summary:

Site Plan Title: _____

Description of Project: _____

Address/Location: _____

Proposed/Existing Use: _____ Number of Dwelling Units: _____

Project Area: _____ Area of Land Disturbance: _____ Building Area: _____

Submittal Checklist:

- One (1) Digital Copy of the Site Plan with the following documents as separate PDF files:
 - The requirements of Article 2.4.18 of the Zoning Ordinance including the Landscape Plan, Photometric Lighting Plan, and other plans as required during a pre-submittal meeting.
 - Project Summary/Narrative that summarizes all pending or granted actions from City Council, Commissions, or Boards and any previous discussions or agreements with departments or reviewers.
 - [Stormwater Calculations](#)
 - [Utilities Calculations/Checklists](#)
 - [Fire Protection Plan](#)
 - Fire Flow Calculations (ISO)
- No hard/ paper copies are to be submitted unless advised by City Planning staff
- Site Plan Review Fee: \$785

Applicants Signature: _____
I have reviewed my submittal package and all information, to the best of my knowledge, is complete. I understand that if parts of the package are incomplete, review times may be extended, or submittals may be returned.