

CONCEPT PLAN / SITE PLAN

Site Plan/Concept Plan applications which do not include all required information and materials, as outlined below and per other City development review policies, will be considered incomplete, shall not be accepted for official submission by the City, and shall not be scheduled on a Planning & Zoning Commission agenda until the proper information is provided to City officials.

Submittal Items:

- Zoning & Development Application Form
- Fee (Refer to Fee Schedule)
- Tax Certificate showing all taxes paid
- Plans, which may include:
 - Site Plan / Concept Plan
 - Landscape Plan
 - Color Elevations
 - Engineering / Civil Plans, if applicable

CONCEPT PLAN REQUIREMENTS

A Concept Plan shall include all the following information in graphic representation or written documents as appropriate, and shall be prepared by a registered architect, registered engineer, registered surveyor, or a registered landscape architect:

- a. North arrow, graphic and written scale in close proximity.
- b. Vicinity map indicating the area in which the property is located.
- c. Appropriate title, i.e., "CONCEPT PLAN FOR _____."
- d. Title includes project name, City, County, State.
- e. Title includes gross acreage and date of preparation.
- f. Provide name and address of owner and/or applicant.
- g. Provide name, address, and phone of consultant who prepared the plan.
- h. Legal description and a survey or plat certified by a registered professional land surveyor showing boundary dimensions, bearings, and existing easements.
- i. Label the existing zoning of the property, the existing land use, the proposed land use designation, and any proposed zoning.
- j. Adjacent tracts labeled with existing zoning and proposed and/or current land use designation (L.U.D.). Owners name required to be shown on non-residential properties.
- k. Conceptual representation of proposed use(s) and generalized representation of proposed improvements.
- l. Conceptual representation of points of connection to public rights-of-way.
- m. Approximate extent of existing tree cover.
- n. Label all required Bufferyards as to type and width.
- o. Computation of proposed number of dwelling units.
- p. Screening and landscaping plan shall be required where such treatment is essential to the proper arrangement of the development. Such plan when required should include screening walls, ornamental planting, lawns and gardens, playgrounds, and wooded areas that are to be retained.
- q. Other information the applicant and/or owner might wish to include.
- r. Such other information as may reasonably be required by the City Staff, Planning and Zoning Commission,

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or the City Council. The Concept Plan shall conform to the Master Plan of the city.

SITE PLAN REQUIREMENTS

The following criteria is a comprehensive list of site plan requirements. The Administrative Official reserves the right to waive any required standard if not applicable to the application.

- a. Acceptable scale: 1"=20', 1"=40', 1"=100' or as approved. North arrow, graphic and written scale in close proximity.
- b. Small scale location map shown.
- c. Title includes appropriate title (i.e., "Site Plan", "Development Plan"), name of development or platted lot and block designation, City, County and State, date of preparation.
- d. Name and address of owner.
- e. Name, address and phone of firm preparing the plan.
- f. Metes and bounds labeled on property boundary.
- g. R.O.W. on or adjacent to the site labeled and dimensioned, adjacent street widths shown.
- h. Adjacent property labeled with existing zoning, and land use map designation. Owners name required to be shown on non-residential properties.
- i. The width and type of proposed bufferyard must be labeled.
- j. Designation of the location and size of all points of ingress/egress to the site.
- k. All pedestrian walks, malls and open areas for use by tenants or the public.
- l. The location, type and height of all walls, fences, and screening devices.
- m. Site Data Summary Chart (by phase and in total) to include the following items:
 - a. Existing zoning of this tract and any proposed zoning.
 - b. Gross acreage and net acreage of the project.
 - c. Number of proposed lots.
 - d. Residential density
 - e. Percentage of site coverage
 - f. Anticipated schedule of development.
 - g. Parking and loading spaces required and provided.
 - h. Area of open space.
 - i. Open space as a percentage.
 - j. Outside storage as a percentage.
- n. Show the following related to existing or proposed buildings:
 - a. Location, dimensions, maximum height, number of stories, use or uses contained therein, gross floor area.
 - b. Square footage broken down by use.
 - c. Entrances and exits to buildings.
 - d. Architectural renderings or elevations of the proposed structures.
 - e. Distance between buildings and distance from building to property lines.
- o. Related to parking requirements:
 - a. Clear designation of all parking stalls intended for off-street parking and for off-street loading.
 - b. Dimensions of such parking and loading areas.
 - c. Type of surface material.
- p. Any intended lighting shown.
- q. Front building lines shown. Rear and side building lines shown.

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- r. Location, size, height, type and orientation of signs, lighting luminaries and exterior auditory speakers. The applicant shall also provide representative renderings of the particular sign types, facings, material compositions and colors.
- s. The location of all on-site facilities for liquid and solid waste temporary storage pending disposal.
- t. Location of all trash dumpsters.
- u. The types of surfacing, such as paving (for example, asphalt, concrete, brick), turfing or gravel, to be used at the various locations.
- v. Easements on or adjacent to the site labeled and dimensioned.
- w. Nearest fire hydrant dimensioned to property corner and any proposed fire hydrants shown.
- x. The fire lane width must be designated with all curb radii adjacent to the fire lane labeled.
- y. The proposed finished grade of the site, shown to contour intervals not exceeding two (2) feet. Spot elevations must be shown at all critical points, including but not limited to edges of pavement, curb returns, building corners, drainage paths, etc. Included must be directional flow arrows in all flow lines, and all existing drainage structures labeled with size, type and flow line elevation. Also show center line of water courses and existing drainage easements.
- z. A summary chart showing all proposed variances to the closest zoning district in which the proposed use(s) would be allowed. This should show the referenced zoning district, the existing requirements and the proposed variance.
- aa. Intended category of uses labeled.
- bb. Show any areas intended for outside storage and method of screening.
- cc. A concept plan for any proposed interior and exterior fencing, entry features, and streetscape improvements.
- dd. A landscape concept plan for all proposed retention/detention areas including the general schematics for all proposed landscaping, aesthetic treatments, and pedestrian amenities.
- ee. For all developments proposing any public or private open space, an open space management plan.
- ff. A color-coded landscape plan meeting the requirements of this Ordinance.

Civil Plans:

Any civil plans that lead to public acceptance of new public improvement, without a plat or replat needed, require engineer sealed "As-Built" or record drawings of all public improvements, to include GIS data required by Public Works and GIS.