

# Minor Site Plan Review Submittal

## Submittal Items

*Please included the following:*

- Land Use Application
- All materials listed on reverse side
- Intake fee: \$250
- Deposit: \$300

*The applicant shall be responsible for the actual cost incurred by the City in processing the application. The total fee shall be reduced by the amount of the deposit. The applicant shall remit to the City the amount exceed by the deposit. If the deposit fee exceeds the City's actual costs, the balance shall be refunded.*



Planning and Building  
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### Minor Site Plan Review (please check):

- a. New commercial, industrial, residential, public or quasi-public buildings less than or equal to 2,000 square feet of gross floor area
- b. Commercial, industrial, residential, public or quasi-public additions which are less than or equal to 2,000 square feet of gross floor area
- c. Parking lot improvements associated with development proposals listed in subsections (a) and (b) of this section.
- d. A change in land use at an existing site or structure when the new activity requires either a change in occupancy according to the International Building Code, or, in the opinion of the director, results in an intensification of land use and will require new conditions to comply with existing regulations of this title.

### *Please include how the proposal is compliant with the following criteria:*

The proposed use and site design will not be detrimental to the public health, safety, and welfare; injurious to property or improvements in the vicinity; or adversely affect the established character of the surrounding vicinity.

The proposed use and site design will meet or exceed all applicable development, design and performance standards and guidelines required for the specific use, location, or zoning classification.

The proposed use and site design will be consistent and compatible with the goals, objectives and policies of the comprehensive plan.

All conditions necessary to lessen any impacts of the proposed use are measurable and can be monitored and enforced.

## **Chapter 22.72**

### **SITE PLAN REVIEW**

A minimum of two sets of the following plans, materials, and other applicable information shall be submitted with the application in clear and intelligible form:

- A site plan drawing at a scale of not less than one inch per 50 feet which shows:
  - ✓ The location of all existing and proposed structures and improvements, including, but not limited to, fences, culverts, bridges, roads and streets on the subject property;
  - ✓ The boundaries of the property proposed to be developed and, if the property is to be subdivided, the boundaries of each proposed lot within the property;
  - ✓ All proposed and existing buildings and setback lines, including those located on adjoining properties;
  - ✓ All areas to be preserved as buffers or to be dedicated to a public, private, or community use or for open space and information regarding the percentage of area covered and size and type of existing vegetation to be removed or to be retained;
  - ✓ All existing and proposed easements;
  - ✓ The locations of all existing utility structures and lines;
  - ✓ The stormwater drainage systems and management plan for existing and proposed structures and parking facilities;
  - ✓ All means of vehicular and pedestrian ingress and egress at the site and the size and location of driveways, streets and roads;
  - ✓ The design of off-street parking areas showing the size and location of internal circulation and parking spaces (see Chapter 22.60 FMC for standards);
  - ✓ The location of all loading spaces, including, but not limited to, truck loading platforms and docks;
  - ✓ The location and design of trash enclosure areas, exterior lighting, exterior signage, mechanical and utility facility areas;
- Elevation plans drawn to scale for each building or structure. Additions and alterations to existing structures shall be clearly identified on the plans. Design details such as exterior finish materials and textures, lighting and other fixtures, and design elements such as beltcourses, brackets, chimneys, cornices, roof overhangs, window trim, sills and sashes, shall be identified to assist with the administrative design review process;
- Sign plan showing the location, dimensions, area, design, material, color and methods of illumination of all exterior signs;
- Exterior mechanical device screening plans which identify the building elevation and site plans of all proposed exterior mechanical devices, including roof-mounted equipment, and proposed screening;
- Landscape plan drawn to scale showing the locations of existing trees to be removed and to be retained on the site, the location of proposed landscaping, and location and design of irrigation systems. In addition, a plant schedule indicating species, varieties, sizes and numbers of plant to be installed, and planting specifications shall be submitted (see FMC 22.62.010 for standards);
- Topographic map which delineates contours, both existing and proposed, at intervals of two feet, and which locates existing streams, wetlands, forested areas and other natural features;
- A grading plan showing existing and proposed grades;
- The existing zoning district of the proposed development site and any zoning district within 300 feet of the site;
- Impervious surface calculations, including the proposed number of square feet of surfaces covered by buildings, driveways, parking lots, or any other structure covering land; the total number of square feet in the entire proposed development site; and the percentage of the site covered with impervious surface;
- The proposed number of dwelling units and number of bedrooms in the development;
- The proposed number of square feet in gross floor area for each commercial, industrial, residential, and other nonresidential use;
- A description of each proposed commercial and industrial use;
- For properties containing critical areas or their regulated buffers, all informational requirements specified in the critical area regulations shall be included in the site plan submittal; and
- The forms, materials and other information specified in FMC 22.06.002.

*This is a summary of the process. For complete development regulations, please see FMC Chapter 22.72.*