

# Major Site Plan Review - Preliminary Submittal

## Submittal Items

*Please included the following:*

- Land Use Application
- All materials listed in FMC [22.72](#)
- Traffic Concurrency Certificate or Application
- Traffic Impact Analysis\*
- Drainage Plan
- Sensitive Area Affidavit
- Sensitive Area Special Study\*
- Environmental Checklist\*
- Certificates of Water/Sewer Availability \*\*
- Residential Project
  - Intake fee: \$400
  - Deposit: \$1000
- Nonresidential Project
  - Intake fee: \$750
  - Deposit: \$2000

\* When applicable

\*\* As required by Public Works

*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.*



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Major site plan review consists of two separate reviews. The initial review (preliminary) is conducted by the hearing examiner and the second review is conducted by the director. The plans submitted for the initial review may be conceptual in detail. However, the greater the level of detail in the plans submitted for hearing examiner review, the greater the level of certainty the applicant will have in preparing detailed plans for final review.

### Major Site Plan Review (please check):

- New buildings greater than 2,000 square feet of gross floor area
- Building additions which are greater than 2,000 square feet of gross floor area
- Parking lot improvements associated with development proposals listed in subsections (a) and (b) of this section.

***Please demonstrate how the proposal is compliant with the following criteria: (An answer of YES is not sufficient; Use additional sheet, if necessary.)***

How will the proposed use and site design 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?

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

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

*For complete development regulations, please see FMC Chapter [22.72](#).*