



Site Plan 8 Copies of Plans required

Staff Use

Site Plan must be folded to 8 ½ x 11” and show the following:

- Project Location, Legal Description and Assessor’s Parcel Number
- Property Owner’s Name and Address
- Name of Person or Firm who prepared the plans and date of preparation
- Vicinity Map and North Arrow
- Boundaries of subject property with dimensions
- Show all existing and proposed buildings and structures. Include dimensions and label land use for each building.
- Parking layout and pedestrian walks.
- Location of existing and proposed signs
- Adjacent streets, alleys and properties – including adjacent structures
- Delineation of phasing, when applicable

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Elevations 8 Copies of Plans required

Staff Use

Elevations must be folded to 8 ½ x 11” and show the following:

- Elevation views of each side of all buildings, structures, walls and/or fences, signs and exterior lights;
- Illustrative cross sections and enlargements of architectural elements or details as needed;
- Conceptual signage (location, size, type)
- All exterior building materials shall be clearly labeled on each sheet of elevations.

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Site Photographs – Provide 35 mm photographs clearly showing views of the project site. Photographs should be mounted on an 8 ½ x 11” board (maximum size) and labeled.

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Documents

Staff Use

- Planned Sign Program Application Form
- Disclosure Statement (*Appendix B*)
- Development Processing Agreement (*Appendix C*)

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