

Detailed Planned Development Checklist

The following items must be submitted to the City Plan Commission as part of an application for approval of a detailed plan development.

- A **"Detailed Plan Project Description and Owners Statement of Intent "** containing a written description of the overall development concept and a statement as to how the plan provides for or complies with each of the district standards enumerated under s. 295-907 where applicable. This statement shall also make reference to the plans or exhibits included in the plan and include a statistical sheet indicating the following in square feet, acres and percentage of the total tract where applicable:
 1. Gross land area.
 2. Maximum amount of land covered by principal buildings.
 3. Maximum amount of land devoted to parking, drives and parking structures.
 4. Minimum amount of land devoted to landscaped open space.
 5. Maximum proposed dwelling unit density if residential and/or total square footage devoted to non-residential uses.
 6. Proposed number of buildings.
 7. Maximum number of dwelling units per building.
 8. Bedrooms per unit.
 9. Parking spaces provided, whether surface or in structures, and ratio per unit if residential, or per thousand square feet of building area if not residential. Bicycle parking spaces provided, pursuant to s. 295-404.
- A vicinity map showing the boundaries of the tract included in the general plan, the territory within 1,000 feet of the tract, its proposed access and significant community facilities in the surrounding area.
- A plat of survey showing the exterior boundaries, including a legal description of the area of the proposed detailed plan tract. Existing conditions, including buildings, trees of 5 inches in diameter at 4 feet in height, shrub groupings wetlands and other site features are also to be shown with an indication of whether they are to be retained, removed or altered.
- A site plan showing the location of proposed structures and a description of their intended use and height, all open spaces, setback dimensions, buffers, pedestrian and vehicular circulation systems, parking lots, structures and garages, with the number of spaces in each, loading facilities, refuse collection facilities and all exterior lighting facilities.
- A site grading plan indicating existing and proposed topography at 2-foot contour intervals and showing how positive runoff of surface waters will be achieved and the means by which ultimate disposal of the development's surface waters will be accomplished in conformance with ch 120.
- A utility plan showing the proposed location of storm and sanitary sewers, water mains and laterals, parking and roadway storm inlets and elevations.
- A landscape plan showing the location,

number, size and type of all landscape and screening elements. Plant material shall be of a quality consistent with the standards of the American Association of Nurserymen (ANSI 260.1). All planted material shall be maintained on a continuous basis, including tree and plant replacement.

- Elevations of each side of the exterior of any new building or structure being proposed, including materials, colors and window specifications. If the project is a rehabilitation of or an addition to an existing building, both existing and proposed elevations shall be provided if any exterior modification is proposed.
- Plans showing the location, size and type of any existing and proposed signs. Detailed information about all proposed freestanding and wall signs, including the materials, proposed message and exact dimensions of each sign face, shall be provided.
- Pictures of the site and surrounding context. These pictures may be submitted as photographs, printed scanned images or in a digital format but shall not exceed 8.5 x 11.

Submittal Requirements:

- **5 copies of the Owner's Written Narrative**
- **5 sets of collated plans of checklist items - 11" x 17" in size**
- **1 set of plans of checklist items – oversize (i.e. 24" x 36")**
- **2 .pdfs submitted on flash drive or CD: 1 .pdf of written narrative and 1 .pdf of complete set of plans/drawings. The file size of each .pdf should be 20 MB or smaller.**

Please Note:

ALL submittal requirements MUST be submitted to Planning Administration at least 3 weeks prior to the scheduled City Plan Commission meeting. Refer to the [Approval Schedule](#) for exact submittal deadlines.