

1 13.03.030: **SPECIFIC SUBMISSION REQUIREMENTS FOR THREE-STEP REVIEW:**

2 In addition to the requirements of section 13.03.020 of this chapter, the submission requirements  
3 of a proposed land use, development or other matter which is subject to a three-step review as  
4 per section 13.08.010 of this title shall be as follows:

5 A. *Conceptual Review:* The following items shall be submitted to the community development  
6 director for conceptual plan review, unless waived by the community development director as not  
7 applicable.

8 1. Three (3) full size paper copies and one 11" X 17" paper copy of the proposed site plan  
9 composed of a scaled drawing of and information pertaining to, a proposed development site. A  
10 site plan shall include the following:

- 11 a. North arrow.
- 12 b. Name of development.
- 13 c. Name, phone number and business address of applicant/developer and project designer.
- 14 d. Name, phone number and business address of property owner.
- 15 e. A vicinity map containing sufficient information to accurately locate the property shown on  
16 the plan.
- 17 f. Tabulation table in the following format:

	Square Feet	% Of Total
Total area		
Total building area		
Total impervious area		
Total landscaped area		

- 18
- 19 g. For residential uses, show the number of dwelling units and the overall units per acre.
- 20 h. For nonresidential uses, show the proposed distribution of uses in square feet within  
21 each separate structure.
- 22 i. Proposed building elevations and the projected overall height from existing grade.
- 23 j. Names and locations of fronting streets, public or private.
- 24 k. Footprints of proposed and existing buildings.
- 25 i. Building setback lines as required by the current zone standards.
- 26 m. Existing and proposed drive accesses.
- 27 n. Parking locations and number of spaces.

1           o. Existing contours.

2           p. Current zoning.

3 B. *Preliminary (technical) Review*: For review of a preliminary application, the applicant shall submit  
4 to the community development director the following:

5           1. A copy of the approved conceptual application.

6           2. Three (3) full size paper copies of the preliminary site plan, drawn to scale (approximately 1  
7 inch equals 40 feet) by a certified engineer, architect, or land surveyor, and one 11" X 17" paper  
8 copy containing the following information:

9           a. In a title block located in the lower right hand corner the following shall appear:

10                   (1) The proposed name of the project, which name shall be approved by the community  
11 development department;

12                   (2) The location of the project, including: address, and section, township and range;

13                   (3) The names and addresses of the owner, the subdivider, if different than the owner,  
14 and of the designer of the site plan;

15                   (4) The date of preparation, scale (no less than 1 inch to equal 40 feet) and the north  
16 arrow.

17           b. The preliminary site plan shall show the following existing conditions:

18                   (1) The boundary lines of the proposed project indicated by a solid heavy line and the  
19 total approximate acreage encompassed thereby;

20                   (2) All abutting property under the control of the applicant, even though only a portion is  
21 included in the development;

22                   (3) The location, width and names of all existing public or private streets, and driveway  
23 entrances within two hundred feet (200') of the project boundaries and of all prior platted  
24 streets or other public ways, railroad and utility rights of way, parks and other public open  
25 spaces, permanent buildings and structures, permanent easements and section and  
26 corporation lines, within and abutting the project;

27                   (4) The location of all wells, proposed, active and abandoned, and of all reservoirs within  
28 the project and to a distance of at least two hundred feet (200') beyond the project  
29 boundaries;

30                   (5) Existing sewers, water mains, culverts or other underground facilities within the  
31 project and to a distance of at least two hundred feet (200') beyond the project  
32 boundaries, indicating pipe sizes, grades, manholes and exact location;

33                   (6) Existing ditches, canals, natural drainage channels, and open waterways and  
34 proposed realignments;

35                   (7) Contours at vertical intervals of not more than two feet (2'). The 100-year flood level of  
36 all watercourses, if any, shall be indicated in the same datum for contour elevations;

1 (8) All installed fire hydrants on or within five hundred feet (500') of the proposed  
2 subdivision;

3 (9) Current zoning designation, on and off site; and

4 (10) Location of all trees.

5 ~~3c.~~ The preliminary site plan shall show proposed:

6 ~~a.~~ (1) Zoning;

7 ~~b.~~ (2) Areas intended to be dedicated or temporarily reserved for public use or set aside for  
8 use of property owners in the project;

9 ~~c.~~ (3) Building setback lines, including dimensions;

10 ~~d.~~ (4) Easements for water, sewers, drainage, utility lines and any other easements  
11 required by the planning commission's conceptual approval;

12 ~~e.~~ (5) Tabulations showing the square footage and percent of total area in:

13 ~~(1)~~i. Off street parking;

14 ~~(2)~~ii. Buildings and/or buildable area;

15 ~~(3)~~iii. Total floor space by use;

16 ~~(4)~~iv. Landscaped areas;

17 ~~(5)~~v. Impervious surfaces; and

18 ~~f.~~ (6) Dimensioned parking layout showing location of individual parking stalls, driveways  
19 and other areas of ingress and egress.

20 (7) Location of consolidated open space.

21 (8) Location and type of solid waste disposal facilities.

22 43. A detailed landscaping plan. Such landscaping plans shall be prepared by a qualified  
23 professional, and shall include:

24 a. Distribution of new plant material and trees described by name or type, and plans for  
25 slope control and/or other physical environmental changes;

26 b. Special effects and decorative materials;

27 c. Irrigation systems (sprinkler, bubbler, etc.);

28 d. Recreation equipment; and

29 e. An analysis of the impact of the development upon existing vegetation, especially as it  
30 relates to the removal of any significant trees.

- 1            f. Location and description (height, materials) of existing and proposed fences with any  
2            revised letters of agreement with abutting property owners.
- 3            g. Location and description (dimensions, distance to property lines and type of lighting  
4            [direct or indirect]) of existing and proposed freestanding signs.
- 5            ~~54.~~ Drawings of proposed structure elevations, including covered parking, showing the height,  
6            dimensions, appearance, materials proposed, and percentage of each material used on each  
7            building elevation, along with the location and description of any proposed wall signs.
- 8            ~~6. Location and description (height, materials) of existing and proposed fences with any revised~~  
9            ~~letters of agreement with abutting property owners.~~
- 10           ~~7. Location and description (dimensions, distance to property lines and type of lighting [direct or~~  
11           ~~indirect]) of existing and proposed signs.~~
- 12           ~~85. A detailed lighting plan prepared by a professional and emphasizing energy conservation and~~  
13           ~~compatibility with abutting and adjacent uses and using the minimum light necessary to achieve~~  
14           ~~visibility and security.~~
- 15           ~~Location of consolidated open space.~~
- 16           ~~9 Location and type of solid waste disposal facilities.~~
- 17           ~~106.~~ A will-serve letter to the community development director from each utility company serving  
18           the project stating the company has reviewed the plan, its comments concerning the extent of  
19           service availability, and acceptance of the proposed location of all utility easements. A copy of the  
20           approved plan, initialed and stamped by the utility company shall be submitted with the letter.
- 21           ~~117.~~ A copy of proposed CC&Rs, if applicable.
- 22           ~~12. Appropriate supporting documents showing compliance with state and federal standards such~~  
23           ~~as, air emissions, site pollution prevention measures and water discharge standards.~~
- 24           ~~138.~~ Statement of the estimated starting and completion dates for each phase of development,  
25           including proposed grading work and any landscape work.
- 26           9. Two (2) full size and paper copies of the proposed civil construction drawings, sheet not to  
27           exceed 24" X 36, and one (1) 11" X 17" size paper copy of each drawing with sufficient detail for  
28           construction of all improvements, stamped by the project engineer including:
- 29           a. Horizontal Control  
30           b. Demolition  
31           c. Grading and Drainage  
32           d. Erosion control  
33           e. Utilities, on-site and off-site  
34           f. Roadway design  
35           g. Civil details, general notes, etc.  
36           h. Appropriate supporting documents showing compliance with state and federal standards  
37           such as; air emissions, site pollution prevention measures and water discharge standards.  
38

1            ~~1410.~~ To mitigate possible adverse impacts from the proposed development, the technical  
2 review committee shall determine from a review of the preliminary site plan whether the following  
3 additional information shall be submitted:

4            a. Soil erosion, geological hazard and sedimentation studies and/or control plans and  
5 specifications. Such studies, control plans, and specifications shall be prepared by a qualified  
6 professional with the costs of preparation of such plans and specifications being borne by the  
7 applicant.

8            b. A traffic study prepared by a qualified traffic engineer or other city qualified person.

9 C.        *Final Review:* The following items shall be submitted to the community development director for  
10 final review:

11            1. A final site plan including all modifications or additions as required by the planning  
12 commission preliminary site plan approval.

13            2. ~~A copy of the CC&Rs, if applicable.~~ Title report as required by the city attorney.

14            ~~4.3.~~ All final required site engineering data and plans.

15            ~~5.4.~~ Where applicable, a copy of the conditional use permit.

16 D.        *Requirements for Subdivisions:* Submission requirements for subdivisions shall be as required by  
17 chapter 13.10 of this title. (Ord. 2012-15, 9-20-2012)