

## Conceptual DRC Checklist

Project name \_\_\_\_\_ Project address \_\_\_\_\_

One copy of the site plan with the following information

Site plans shall be dimensioned at 1"=20'. If the site is too large to place a 1"=20' site plan on one sheet, provide a master site plan at 1"=40' and match sheets at a scale of 1"=20'.

- Size of the site (square footage and acreage)
- Land use and zoning designation
- Accurate footprint of all buildings with the square footage of each
- Number of units, if residential, and total floor area of each unit type
- Setbacks from all property lines to all buildings
- Show all drive aisles and/or loading aisles
- Show all easements on property
- Required and provided parking
- Building elevations with dimensions

Contact information

Conceptual Review Meetings can only be scheduled once all required information has been received. Staff requires at least five (5) business days to review all materials.

There are no fees required for a Conceptual Site Plan Review.

Conceptual Review is for general feasibility of proposed projects only. The full DRC process will generate comments from all committee members to ensure compliance with all City codes and requirements. Each project is allowed only one (1) Conceptual Review.

\_\_\_\_\_  
Signature & date

### Staff Only

Date stamp plans and application at submission

DRC case # \_\_\_\_\_ Date \_\_\_\_\_