

CONCEPT PLAN CHECKLIST

I. NARRATIVES & DOCUMENTS: Please submit all documents digitally into the Documents folder on ProjectDox, these documents may consist of multiple pages. Documents typically include project summaries, stormwater report, traffic memo, etc.

DEVELOPMENT STATEMENT

- Overview of the proposed development including key elements and all applicable design guidelines

II. PLANS & DRAWINGS: Please submit all drawings and plans digitally into the Drawings folder on ProjectDox, these drawings must be single sheets and named using the naming convention discussed in the ProjectDox guide.

COVER PAGE

VICINITY MAP

- General location of the site and surrounding thoroughfares within the context of the city
- Existing Zoning District, all adjacent parcels, including building footprints, and jurisdictional boundaries

EXISTING CONDITIONS PLAN

- Site boundaries, including property lines, total acreage, and dimensions
- Existing zoning districts and jurisdictional boundaries and general location of principle thoroughfares
- Adjacent parcels, including building footprints and access points
- General topography and site features including water bodies, tree stands, existing development, etc.
- Existing easements, public/private utility systems, public improvements, and permanent facilities

CONCEPT PLAN

- Site boundaries, including total acreage and dimensions
- Shows adjacent rights-of-way
- Depicts proposed land uses, including building footprints, paved surfaces, density, and open space areas
- Include vehicular, bicycle, and pedestrian circulation plans

ARCHITECTURAL ELEVATIONS

- Exterior elevations for new buildings, and all elevations for which modifications are proposed for existing buildings
- Conceptual floor plans and roof plans for new buildings and additions to existing buildings
- Conceptual building materials, colors, and other details indicating the architectural style proposed

OTHER

- Conceptual landscape plans, sign plans, or anything the applicant would like to receive feedback

