

20. APPLICATION SUBMITTAL REQUIREMENTS LOCATOR

CDC Section	Topic	Location in application	Staff Notes
Conditional Use (CDC 60)			
60.060(B)	Pre Application Conference	Section 7	
60.060(C)	Neighborhood coordination	Section 8	
60.060(D)(1)	Narrative	Section 4	
60.060(D)(2)	Site Plan	Section 21, Figures 3.0-3.4	
60.060(E)	Names & addresses of Owners w/in 300'	Section 6	
60.060(F)	Application fee	Section 3	
60.080	Site Plan		
60.080(A)	All site plans and maps to include: Name, address, and Tel. No. of applicant: site plan, scale, north arrow, and a vicinity map.	Section 21, Figure 3.0	
60.080(B)	Scale (in order of preference, one inch equals 10 feet to one inch equals 30 feet) containing:	Section 21, Figures 3.1-3.4	
60.080(B)(1)	The subdivision name, block, and lot number or the section, township, range, and tax lot number.		
60.080(B)(2)	The parcel boundaries, dimensions, and gross area	Section 21, Figure 3.0	
60.080(B)(3)	Applicant's property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development to the adjacent property and development.	Section 21, Figure 3.0	
60.080(B)(4)	The location, dimensions, and names of all existing and platted streets and other public ways and easements on adjacent property and on the site.	Section 21, Figures 1.1 & 3.0	
60.080(B)(5)	The location, dimensions, and setback distances of all:		
60.080(B)(5)(a)	Existing structures, improvements, utilities, and drainage facilities on adjoining properties;	Section 21, Figures 1.1, 3.0 & 5.0	
60.080(B)(5)(b)	Existing structures, improvements, utilities, and drainage facilities to remain on the site; and	Section 21, Figures 3.0-3.4 & 5.0-5.4	
60.080(B)(5)(c)	Proposed structures or changes to existing structures, improvements, utilities, and drainage facilities.	Section 21, Figures 3.0-3.4 & 5.0-5.4	
60.080(B)(6)	The existing and proposed dimensions of:		
60.080(B)(6)(a)	The entrances and exits to the site;	Section 21, Figure 3.0	
60.080(B)(6)(b)	The parking and circulation areas;	Section 21, Figures 3.0-3.4	
60.080(B)(6)(c)	Loading and service areas for waste disposal, loading and delivery;	Section 21, Figures 3.0-3.4	
60.080(B)(6)(d)	Pedestrian and bicycle circulation area;	Section 21, Figures 3.0-	

		3.4	
60.080(B)(6)(e)	On-site outdoor recreation spaces and common areas; and	none	
60.080(B)(6)(f)	Above-ground utilities	Section 21, Figure 5.0	
60.080(B)(7)	The location of areas to be landscaped and the proposed landscape plan.	Section 21, Figures 12.0-12.4	
60.080(B)(8)	The location of all trees having a six-inch caliper at a height of five feet.	Section 12; Section 21, Figures 2.0 & 2.5-2.12	
60.080(C)	Site plan map: two-foot contours up to 20 % grade and 10-foot contours on grades above 20 %	Section 21, Figures 2.1-2.4	
CUP Submittals			
1 Original Application form			
3 copies 2 original scale			
3 copies @ 11 x 17 or smaller of all drawings and plans			
3 copies everything else			
City may request additional copies after T.C.			
Design Review (CDC 55)			
55.070(A)	The design review application shall be initiated by the property owner or the owner's agent, or condemnor.	Section 2	
55.070(B)	A pre-application conference shall be a prerequisite to the filing of an application.	Section 7	
55.070(C)	A prerequisite to the filing of an application for development is a meeting with the respective City-recognized neighborhood association, per CDC 99.038.	Section 8	
55.070(D)	The applicant shall submit a completed application form and:	Section 2	
55.070(D)(2)	The development plan for a Class II design review shall contain the following elements:		
55.070(D)(2)(a)	A site analysis (CDC 55.110);	Section 21, Figures 1.0-2.12	
55.070(D)(2)(b)	A site plan (CDC 55.120);	Section 21, Figures 3.0-3.4	
55.070(D)(2)(c)	A grading plan (CDC 55.130);	Section 21, Figures 4.0-4.5	
55.070(D)(2)(d)	Architectural drawings, indicating floor plan and elevation (CDC 55.140);	Section 21, Figures 9.0-10.8	
55.070(D)(2)(e)	A landscape plan (CDC 55.150);	Section 21, Figures 11.0-14.1	
55.070(D)(2)(f)	A sign plan (CDC 55.160); and	Section 21, Figure 8.0	
55.070(D)(2)(g)	A pedestrian and automobile circulation plan.	Section 21, Figure 7.0	

55.070(D)(2)(h)	The utility plan: The application shall include a submittal appropriate to respond to the approval criteria of CDC 55.100(I)(1) through (5) relating to streets, drainage, municipal water, sanitary sewers, solid waste, and recycling storage.	Section 21, Figures 5.0-5.13, 3.0, 3.2, 3.3	
55.070(D)(3)	A narrative, based on the standards contained in this code, which supports any requested exceptions as provided under CDC 55.170.	Section 4	
55.070(D)(4)	Submit full written responses to approval criteria of CDC 55.100 for Class II design review, plus all applicable referenced approval criteria.	Section 4	
55.070(E)	Submit samples of all exterior building materials and colors in the case of new buildings or building remodeling.	Section 4, Figure 3.3, Material Matrix	
55.070(F)	Required fee	Section 3	
55.085	Additional Information Requirements and Waiver of Requirements		
55.085(A)	The Planning Director may require additional information per CDC 99.035(A).	Section 17	
55.085(B)	The Planning Director may waive any requirements per CDC 99.035(B) and (C).	none	
55.110	A site analysis shall include:		
55.110(A)	Vicinity map showing the location of the property in relation to adjacent properties, roads, pedestrian and bike ways, transit stops and utility access.	Section 21, Figure 1.1	
55.110(B)	Site Analysis at a suitable scale (preferred from 1" = 10' to 1" = 30') showing:	Section 21, Figures 2.0-2.4	
55.110(B)(1)	The parcel boundaries, dimensions, and gross area.	Section 21, Figures 2.0-2.4	
55.110(B)(2)	Contour lines at the following minimum intervals:		
55.110(B)(2)(a)	Two-foot intervals for slopes from zero to 25 percent; and	Section 21, Figures 2.1-2.4	
55.110(B)(2)(b)	Five- or ten-foot intervals for slopes in excess of 25 percent.	none	
55.110(B)(3)	A slope analysis identifying portions of the site by slope ranges as follows:		
55.110(B)(a)	Zero to 15 percent;	Section 21, Figure 2.0, Note 3	
55.110(B)(4)	Location and width of adjoining streets	Section 21, Figures 2.0-2.2	
55.110(B)(5)	Drainage patterns & drainage courses on-site and on adjacent lands.	Section 16	
55.110(B)(6)	Potential natural hazard areas including:		
55.110(B)(6)(a)	Floodplain areas;	none	
55.110(B)(6)(b)	Areas subject to a high water table;	none	
55.110(B)(6)(c)	Landslide areas; and	none	
55.110(B)(6)(d)	Areas having a high erosion potential.	none	
55.110(B)(7)	Resource areas including:		
55.110(B)(7)(a)	Marsh and wetland areas.	none	
55.110(B)(7)(b)	Wildlife habitat areas identified by the City in its Comprehensive	none	

	Plan.		
55.110(B)(8)	The site features including:		
55.110(B)(8)(a)	Large rock outcroppings;	none	
55.110(B)(8)(b)	Areas having unique views; and	none	
55.110(B)(8)(c)	Streams and stream corridors.	none	
55.110(B)(9)	Potential historic landmarks and registered archaeological sites.	none	
55.110(B)(10)	The location of trees having a six-inch caliper at five feet... All significant trees and tree clusters identified by the City Arborist using the criteria of CDC 55.100(B)(2) and all heritage trees, shall be delineated. Trees on non-Type I and II land shall have their “dripline plus 10 feet” protected area calculated per CDC 55.100(B)(2) and expressed in square feet, and also as a percentage of total non-Type I and II area.	Section 12; Section 21, Figures 2.0, 2.5-2.12	
55.110(B)(11)	Existing ambient noise levels shall be determined	Section 11	
55.110(B)(12)	Identification information including the name and address of the owner, developer, and project designer and a lineal scale and north arrow.	Section 4; Section 21, Figures 2.0-2.4	
55.110(B)(13)	Identify Type I and II lands in map form. Provide a table which identifies square footage of Type I and II lands also as percentage of total site square footage.	none	
55.110(B)(14)	Identify applicable Goal 5 Resources identified in the City’s Comprehensive Plan.	none	
55.120	Site Plan		
	The site plan shall be at the same scale as the site analysis (CDC 55.110) and show:		
55.120(A)	The applicant’s entire property and the surrounding property to a distance sufficient to determine the relationship between the applicant’s property and proposed development and adjacent property and development.	Section 21, Figure 3.0	
55.120(B)	Boundary lines and dimensions for the perimeter of the property and the dimensions for all proposed lot lines, section lines, corners, and monuments.	Section 21, Figures 3.0-3.4	
55.120(C)	The location of at least one temporary benchmark and contours as provided by CDC 55.110(B)(3).	Section 21, Figures 3.0, 3.1	
55.120(D)	Streams and stream corridors.	none	
55.120(E)	Identification information, including the name and address of the owner, developer, and project designer and a lineal scale and north arrow.	Section 21, Figure 3.0	
55.120(F)	Site Plan - The location, dimensions, and names of all:	-	
55.120(F)(1)	Existing and platted streets and other public ways and easements on adjacent property and on the site;	Section 21, Figures 3.0-3.4	
55.120(F)(2)	Proposed streets or other public ways and easements on the site.	Section 21, Figures 3.0-3.4	

55.120(G)	The location, dimensions and setback distances of all:		
55.120(G)(1)	Existing structures, improvements, and utility facilities on adjoining properties;	Section 21, Figures 3.0-3.4	
55.120(G)(2)	Existing structures, improvements, and utility facilities to remain on the site;	Section 21 Figures 3.0-3.4	
55.120(G)(3)	Proposed structures, improvements, and utility facilities on the site.	Section 21 Figures 3.0-3.4	
55.120(H)	The location and dimensions of:		
55.120(H)(1)	The entrances and exits to the site;	Section 21, Figures 3.0-3.4	
55.120(H)(2)	The parking and circulation areas;	Section 21, Figure 7.0	
55.120(H)(3)	Loading and service areas for waste disposal, loading, and delivery;	Section 21, Figures 3.0-3.4	
55.120(H)(4)	Pedestrian and bicycle circulation areas;	Section 21, Figure 7.0	
55.120(H)(5)	On-site outdoor recreation spaces and common areas;	none	
55.120(H)(6)	All utilities; and	Section 21, Figures 3.0-3.4	
55.120(H)(7)	Sign locations	Section 21, Figures 8.0	
55.120(I)	The location of areas to be landscaped.	Section 21, Figures 12.0-12.6	
55.120(J)	The location and type of outdoor light with specific consideration given to crime prevention. A light coverage plan shall be provided.	Section 13; Section 21, Figures 5.5-5.13	
55.120(K)	The orientation of structures showing the location of windows and doors.	Section 21, Figures 10.0-10.8	
55.120(L)	The location of mailboxes	Section 21, Figure 3.0	
55.120(M)	An engineering noise control plan by a licensed acoustical engineer to satisfy appropriate noise standards, identified in CDC 55.100(D)(3).	Section 11	
55.125	Transportation Analysis	Not required, see section 4 & Section 10	
55.130	Grading Plan		
	The grading and drainage plan shall be at the same scale as the site analysis (CDC 55.110) and shall include the following:	Section 21, Figures 4.0-4.5	
55.130(A)	The location and extent to which grading will take place indicating general contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed.	Section 21, Figures 4.0-4.5	
55.130(B)	Plans and statements to demonstrate the ability of the project to meet Appendix 33 requirements of the Uniform Building Code.	Section 15, Section 21 Figures 4.0-4.5	
55.130(C)	A registered civil engineer shall prepare a plan and statement	Section 16	
55.130(D)	Storm detention and treatment plans may be required.	Section 16	
55.130(E)	Identification, information, including the name and address of the owner, developer, project designer, and the project engineer.	Section 21, Figure 4.0	
55.140	Architectural drawings shall be submitted showing:		

55.140(A)	Building elevations and sections tied to curb elevation;	Section 21, Figures 10.0-10.8	
55.140(B)	Building materials: color and type;	Section 21, Figures 10-10.8	
55.140(C)	The name of the architect or designer.	Section 21, Figure 10.0	
55.150	Landscape Plan		
55.150(A)	The landscape plan shall be prepared and shall show the following:		
55.150(A)(1)	Preliminary underground irrigation system	Section 21, Figures 13.0-13.5	
55.150(A)(2)	The location and height of fences and other buffering of screening materials.	Section 21, Figures 12.0-12.4	
55.150(A)(3)	The location of terraces, decks, patios, shelters, and play areas.	none	
55.150(A)(4)	The location, size, and species of the existing and proposed plant materials.	Section 21, Figures 11.0-12.6	
55.150(A)(5)	Building and pavement outlines	Section 16; Section 21, Figures 12.0-12.6	
55.150(B)	The landscape plan shall be accompanied by:		
55.150(B)(1)	The erosion controls that will be used, if necessary.	Section 15	
55.150(B)(2)	Planting schedule	Section 21, Figure 11.0	
55.150(B)(3)	Supplemental information per the Planning Director or City Arborist.	Section 12	
	Class II Design Review		
55.100(A)	The provisions of the following chapters shall be met:		
55.100(A)(1)	Stormwater Quality and Detention, Chapter 33 CDC	Section 16	
33.030	Stormwater Quality & Detention – Application	Section 2	
	In conjunction with a design review or land division application, the following materials shall be submitted:		
33.030(A)	An application submittal shall include the completed application form and three copies of responses to the approval criteria, except for any plans which shall include three copies at the original scale and three copies reduced to a paper size not greater than 11 inches by 17 inches.	Section 2	
33.030(B)	A site plan and topographic map consistent with CDC 33.050 shall be submitted with the application.	Section 21, Figures 3.0-3.4	
33.030(C)	The design details of the stormwater detention and treatment facilities shall be submitted per the standards set forth in the Public Works Design Standards.	Section 16	
33.030(D)	Include a planting plan consistent with CDC 33.070.	Section 21, Figures 11.0-12.6	
33.050	Stormwater Site Plan		
33.050(A)	All site plans and maps shall include the name, address, and telephone number of the applicant, the scale of the plan, a north arrow, and a vicinity map.	Section 21	

33.050(B)	The applicant shall submit a site plan drawn to a one inch equals 10 feet or other approved scale, which contains the following information:		
33.050(B)(1)	Existing and proposed contour lines at:		
33.050(B)(1)(a)	Two-foot intervals for slopes from zero to 25 percent; and	Section 21, Figures 2.0-2.1	
33.050(B)(1)(b)	Five-foot intervals for slopes in excess of 25 percent.	none	
33.050(B)(2)	Location of proposed stormwater facilities including cross-sections.	Section 16	
33.050(B)(3)	Location of all existing natural features including, but not limited to, delineation of water quality resource areas.	none	
33.050(B)(4)	Location of all trees measured at six-inch diameter at breast height or greater and a description of existing vegetation species.	Section 12; Figures 2.5-2.9	
33.050(B)(5)	Location, width, and material of access road to facilities for maintenance purposes according to Public Works Design Standards.	Section 16; Section 21, Figure 7.0	
33.060	Maintenance Requirements	Section 16	
33.070	Plant Material for Water Quality Facilities	Section 16; Section 21, Figures 11.0	
55.100(A)(2)	Chapter 34 CDC, Accessory Structures, Accessory Dwelling Units, and Accessory Uses.	Section 4	
55.100(A)(3)	Chapter 38 CDC, Additional Yard Area Required; Exceptions to Yard Requirements; Storage in Yards; Projections into Yards.	Section 4	
55.100(A)(4)	Chapter 40 CDC, Building Height Limitations, Exceptions.	Repealed	
55.100(A)(5)	Chapter 42 CDC, Clear Vision Areas.	Section 4	
55.100(A)(6)	Chapter 44 CDC, Fences.	Section 4	
55.100(A)(7)	Chapter 46 CDC, Off-Street Parking, Loading and Reservoir Areas	Section 4, Section 21, Figure 7.0	
46.030	Submittal Requirements		
46.030(A)	The parking and loading spaces and their dimensions;	Section 21, Figures 3.0-3.4	
46.030(B)	The identification of compact parking spaces;	None	
46.030(C)	The location of the circulation area necessary to serve spaces;	Section 21, Figure 7.0	
46.030(D)	The access point(s) to streets, alleys, and properties to be served;	Section 21, Figure 7.0	
46.030(E)	The location of curb cuts;	Section 21, Figure 7.0	
46.030(F)	The location and dimensions of all landscaping, including the type and size of plant material to be used, as well as any other landscape material incorporated into the overall plan;	Section 21, Figures 11.0-12.6	
46.030(G)	The proposed grading and drainage plans and the slope of parking lot;	Section 21, Figures 4.0-4.5 & Section 16	
46.030(H)	Specifications as to signs and bumper guards;	Section 4	
46.030(I)	Identification of disabled parking spaces;	Section 21, Figure 7.0	
46.030(J)	Location of pedestrian walkways and crossings; and	Section 21, Figure 7.0	

46.030(K)	Location of bicycle racks	Section 21, Figure 7.0	
55.100(A)(8)	Chapter 48 CDC, Access, Egress and Circulation.	Section 4, Section 21, Figure 7.0	
55.100(A)(9)	Chapter 52 CDC, Signs.	Section 21, Figures 8.0	
55.100(A)(10)	Chapter 54 CDC, Landscaping.	Section 4; Section 21, Figures 11.0-13.5	
55.100(B)	Relationship to the natural and physical environment	Section 4; Section 12	
55.100(B)(6)	Architecture	Section 4, Section 21, Figures 9.0-10.8	
55.100(C)	Compatibility between adjoining uses, buffering, and screening.	Section 4	
55.100(D)	Privacy and noise	Section 4; Section 21, Figure 11.0-12.8 & 14.0-14.1	
55.100(E)	Private outdoor area	None	
55.100(F)	Shared outdoor recreation areas	None	
55.100(G)	Demarcation of public, semi-public, and private spaces	Section 4	
55.100(H)	Public transit	None	
55.100(I)(1)	Streets	Section 4	
55.100(I)	Drainage	Section 4, Section 16	
55.100(I)	Municipal water	Section 21, Figures 5.0-5.5	
55.100(I)	Sanitary sewers	Section 21, Figures 5.0-5.5	
55.100(I)	Solid waste and recycling storage area	Section 21, Figures 3.3 & 3.1	
55.100(J)	Crime prevention and safety/defensible space	Section 21, Figures 5.5-5.12	
55.100(K)	Provisions for persons with disabilities	Section 21, Figure 7.0	
55.100(L)	Signs	Section 21, Figure 8.0	
55.100(M)	Utilities	Section 21, Figures	
55.100(N)	Wireless communication facilities (WCFs)	None	
55.100(O)	Refuse and recycling standards	Section 21, Figures 3.3 & 3.1	
55.100(O)(3)	Recycling and solid waste service areas	Section 21, Figures 3.3 & 3.1	
55.100(O)(4)	Special wastes or recyclable materials	Section 21, Figures 3.3 & 3.1	
55.100(O)(5)	Screening and buffering	Section 21, Figures 3.3 & 3.1	
55.100(O)(6)	Litter receptacles	Section 21, Figures 3.3 & 3.1	