

# SITE DEVELOPMENT CHECKLIST

## Engineering Division

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Site Development permit applications must include a completed [Site Development Application Packet](#).

Upload PDF copies of the drawings, reports, and documents to the City's Permit Portal. If submitting at City Hall, make an appointment with Front Counter staff, and provide all documents in PDF format on a USB Drive.

### Site Development Application Types:

- Abbreviated Plans
  - ≥500 sf New or Replaced Impervious/Hard Surface
- Minor
  - ≥2,000 sf New or Replaced Impervious/Hard Surface; or
  - ≥7,000 sf Land Disturbed
- Major
  - ≥5,000 sf New or Replaced Impervious/Hard Surface;
  - ≥0.75 acres of Vegetation Converted to Lawn;
  - ≥ 2.5 acres of Native Vegetation Converted to Pasture; or
  - ≥250 cubic yards of Materials Moved

**Each Site Development application packet shall include the following items as separate pages. Each document shall be named consistent with the checklist below. All documents submitted under this section shall contain the name of the site development project and the name and address of the applicant. If an item is not required, the applicant shall provide the reason for omission at the end of this document. Failure to follow these guidelines will result in an incomplete application.**

Provided			Verified	
Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	1 Abbreviated Plans	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2 Stormwater Pollution Prevention Plan (SWPPP)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3 Drainage Control Plan (DCP)	<input type="checkbox"/>	<input type="checkbox"/>

### DOCUMENT COMPONENTS

#### 1. Abbreviated Plans

- a. Reports and Documentation (8.5" x 11")
  - i. Supporting Documents and Calculations
  - ii. Construction SWPPP Narrative
  - iii. Soils Report
  - iv. Flood Study
  - v. Sight distance verification
  - vi. Establishment of Maintenance Covenant
- b. Site Development Drawings (8.5" x 11"; 11" x 17" or 22" x 34")

#### 2. SWPPP

- a. Narrative
- b. Drawings

**3. DCP**

- a. Reports and Documentation (8.5" x 11")
  - i. Drainage Report
  - ii. Construction SWPPP Narrative
  - iii. Maintenance and Source Control Manual
  - iv. Establishment of Maintenance Covenant
- b. Site Development Drawings (22" x 34")
  - i. Cover Drawing
  - ii. Construction SWPPP Drawings
  - iii. Grading/Earthwork Drawings
  - iv. Plan/Profile Drawings
  - v. Detail Drawings

**Applicant shall provide a written description for the reason any item is not provided.**

Item	Reason for Omission
1	
2	
3	
Add.	
Add.	
Add.	