Application Checklist

**Minor Modification LEVEL 2**

**A. Please include with your application:**

1. One (1) electronic PDF of a location map showing the location of the property. This can be an aerial copy from an online source.
2. One (1) electronic PDF of the site plan illustrating the proposed modifications.
3. One (1) hard copy (24” x 36”) illustrating fire engine turn radius
4. Other information deemed necessary by the Director of Development Services for the review of the proposed project.

**B. Your Site Plan shall include at least the following:**

1. Legal description of property including total area of property (in both square feet and acres). Legal description must also be provided in a Word document.
2. Total area of impervious surface to be added and/or removed.
3. Date, compass point, legend of symbols, scale (written and graphic).
4. Vicinity map that accurately represents the area including recent developments.
5. Address of the site.
6. Name, address and contact information of owner(s) of subject property and applicant (if not the owner)
7. Notation of the number of parking spaces required by Code and number provided, including formulas used to calculate requirements, if applicable to site plan.
8. Notation of required open space and calculations of the amount provided shown in both square footage and percentage of total site, if adding impervious surface.
9. Illustration of area of improvements in relation to existing buildings or property lines. Dimension the setbacks from the property line to existing and proposed improvements, if improvements are in proximity of a boundary.
10. When proposing grade changes or additions to buildings, structures, or paving, the following information shall be provided:
    1. Existing and proposed topography of subject property at contour intervals of not more than two (2) feet, City datum.
    2. Identification and location of all temporary and permanent erosion and sedimentation control methods and installation schedule of measures.
    3. Name and contact information of individual responsible for installation, periodic checking and reinstallation of erosion and sedimentation control measures
    4. Location of utilities, labeled with depth, size, type, existing or proposed and whether public or private.
    5. Existing and proposed easements for rights-of-way, utilities, buffers, railroads, drainage courses, etc., shall be shown and appropriately labeled with reserved width, type, and whether public or private. Notation of the book and page number of all existing easements.
    6. Street name, whether public or private, pavement width, half right of way widths dimensioned from centerline of right of way, full right of way width dimension should be shown for all existing and proposed roads, alleys, streets and highways on or adjoining the subject property.
11. If proposed development is located within the flood plain, a Flood Plain Development Application shall be submitted to the City for review prior to any development work in the

flood plain including but not limited to buildings or other structures, filling, grading, paving, or excavation operations. An Elevation Certificate may be required as part of the Flood Plain Development Application (utilize FEMA authorized form).

1. Show the location of parking areas, parking lot setbacks, loading zones, access drives, ingress/egress points, and parking lot islands, if applicable.
2. Identification of the type of surfacing, curbing, etc., used for parking areas, drives, sidewalks and trails, if applicable.
3. Location and detail of trash enclosure, including elevation, if applicable.
4. Location and screening methods for mechanical equipment, ground and roof-mounted, if adding this equipment
5. Location, width, and detail of buffers, if applicable.
6. Identification and location of all established floodway, floodway fringe, and flood plain overlay lines, if applicable.
7. Notation of minimum finished floor elevations (FFE) or minimum opening elevations for all lots where conditions warrant additional protection from possible flooding situations.

**C. Minor Modification proposals involving architectural changes must submit:**

1. Colored elevation drawings or photograph of all existing buildings or structures on site
2. Colored elevation drawings of proposed changes
3. Paint chips or materials samples as appropriate. In lieu of materials samples, manufacturers’ information regarding the product may be submitted.