



General Site Plan Checklist [CEMC 14.30.140\(B\)\(1\)](#)

All general site plans shall be drawn to scale, shall be submitted in a format prescribed by the city by a qualified professional, and should include, but is not limited to the following:

- The location and dimension of the lot(s).
- Existing topography and natural features.
- The nature, location, dimensions of critical areas, shorelines, and their associated buffers, if any, on or adjacent to the site.
- The footprint of existing and proposed structures, proposed building heights, proposed building setbacks, and the proposed uses.
- The location of existing and proposed utilities including but not limited to water, hydrants, irrigation, sanitary sewer, electrical, light poles, and cable.
- Existing and proposed easements.
- The location of existing and proposed roads, driveways, parking facilities, loading areas, curbs, sidewalks, pedestrian facilities, bike lanes and facilities, and signage.
- Existing and proposed walls, fences, and landscaping.
- Existing and proposed open space, parks, plazas, public spaces, and public art.
- Proposed grading and drainage facilities.
- Other items as may be required by the city in writing.

Supplemental Materials

Additional information that may be required could include technical reports prepared by a qualified professional. This may include, but is not limited to:

- Critical area reports;
- Landscaping, screening and buffering plans that meet the standards of [CEMC 17.64.](#);
- Geotechnical reports;
- Preliminary storm water reports;
- Traffic impact analysis; and/or
- Parking studies.

Decision Criteria can be found in [CEMC 14.30.150](#)

Authorization

*The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application. The applicant further agrees to pay all fees specified in the City's fee schedule for the permit and expenses associated with the review of the application, including City's consultant costs. The applicant gives consent to the City to enter the property(s) listed above for the purpose of inspecting and verifying information presented in this application.*

Applicant Signature:

Date:

The application will not be processed and deemed complete unless all required criteria is attached to application on the day of submission. The Planner may choose to waive some of the required criteria. If any of the required criteria is provided in another permit, please cite that permit.