



Parking Lot / Site Plan Approval Application Checklist

Instructions: Please complete this form and submit it with all the materials necessary for a parking lot plan review and approval. Check boxes for the items submitted that apply to your project. If you are not sure about what to show or submit, call the appropriate agency (*see Box G*). Once your application is accepted, staff will review, approve and return your application materials within 7 working days or sooner.

Site Address		
Contact Person	Company	Phone/FAX
Contact Person Address		
Project Type (check one): <input type="checkbox"/> New <input type="checkbox"/> Alteration		

A. These items must be included with an application:

- 1. Scaled plan drawing(s): 1" = 20' or larger: 7 complete sets
- 2. Conditional Use or PUD/SIP approval letter (*if applicable*)
- 3. Driveway Opening Permit application
- 4. Easements for joint driveways or joined parking lots on separate parcels (*if applicable*)
- 5. Land Disturbing Activity Permit Application (*sizes 1 acre or more in size*)
- 6. Erosion Control Plan: 7 copies (*sizes 1 acre or more in size-See Example Plan 2*)
- 7. Landscape Worksheet (*sites with more than 3 parking stalls*)
- 8. Outdoor Lighting Plan and manufacturers specs (*if applicable*)

B. Information about your property that must be shown on your drawing(s). See Example Plan W:

- 9. Project information block on first page of plan
- 10. Property lines
- 11. Abutting right-of-way, roadways, driveways and terraces shown and dimensioned
- 12. Elevations of existing and proposed site to City datum
- 13. Elevation of top of curb
- 14. Storm sewers or drainage pattern (*See Example Plan Y*)
- 15. Proposed driveway radii
- 16. Type of surface on driveway, approach and lot (*grass, concrete, bituminous*)
- 17. Location of existing and proposed impervious surfaces
- 18. Means of separation between parking lot and sidewalk or adjoining property
- 19. Tree islands and protective curbing
- 20. Screening or landscaping (*See Example Plan X*)
- 21. On-site fire hydrants

C. Information about the structures that must be shown on your drawing:

- 22. Existing structures (*footprints and dimensions*)
- 23. Proposed structures (*footprints and dimensions*)
- 24. Setback distances (*front, rear and sides*)
- 25. Fencing and/or screening (type and location)

OFFICE USE ONLY:

Date/Time Received:	Accepted:
Staff Person	

D. Parking layout information that must be on your drawing(s). See Example Plan W:

- 26. Dimensions of parking stalls and drive aisles
- 27. Location of accessible parking stalls
- 28. Location of accessible parking stall signs
- 29. Location and width of accessibility ramps
- 30. Location of loading facilities
- 31. Bicycle parking rack locations and rack style

E. "Off-property" information that must be shown on your drawing(s):

- 32. Trees, poles, signs in the right-of-way (*if applicable*)
- 33. Medians (*if applicable*)
- 34. Driveway openings directly across the street (*if applicable*)
- 35. Distance to nearest intersection
- 36. Fire hydrants within 500 feet of your property line

F. Other information you want staff to know:

G. Questions: Call City Staff for help.

ZONING	Building Use	266-4551
	Setbacks	
	Landscaping	
	Occupancy	
TRAFFIC ENGINEERING	Parking lot geometrics	266-4761
ENGINEERING	Drainage	266-4751
	Land disturbing activity	
	Soil erosion	
FIRE	Fire hydrants / access	266-4484
BUILDING INSPECTION	Parking lot lighting	266-4568