



Second Story Dwelling Review Submittal Requirements

GENERAL REQUIREMENTS:

- 1. The Administrative Approval Application must be typed or printed and filled in completely.
 - a. If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf, and both shall sign the application.
- 2. Two (2) sets of site plans, elevations, and floor plans of the proposed project (see below requirements).
 - a. Size: sheets no less than 18" X 24", nor greater than 32" X 42" in size.
 - b. All plans shall be folded to a size of approximately 8½" X 11". *Plans will not be accepted for filing unless folded.*
 - c. Other plans may be required depending on the complexity of the project.
- 3. Applicable filing fees (see adopted fee schedule)

SITE PLAN REQUIREMENTS-

The site plan is an important part of the application and becomes part of the official record. In the case of appeal, it will be reduced photographically/digitally and included in the agenda report. It is, therefore, necessary that the plan contain complete and clear graphic information relative to the application to assist the public, City staff, and Board of Zoning Adjustment (if appealed) in reviewing the proposal.

The site plan must be legible and its information organized so that it is readily understandable. Additional information may be necessary under the circumstances of a unique application. In general, however, the site plan should be prepared in accordance with the following requirements:

- 1. A legend including at least the following information:
 - a. Assessor's parcel number
 - b. Address
 - c. Building and paved area coverage area and percentage
 - d. Landscaping area and percentage
- 2. Scale, north point, and date. (Plans shall be drawn to a scale sufficient to show required details.)
- 3. Vicinity map.
- 4. Identification of all multi-story construction. Show all windows, balconies, and exterior stairways.
- 5. Location of existing and proposed structures and improvements in relation to street, alley, or property lines.
- 6. Property dimensions and lot size.
- 7. Building dimensions.

- 8. Setbacks.
- 9. For projects involving redesign of existing development, the site plan(s) must clearly show both the existing and proposed development.
- 10. Location and nature of proposed landscaping, particularly as it relates to privacy issues.
- 11. Location and detail of proposed walls, fences, or other screening structures, including height and materials.
- 12. Location of existing residences on surrounding properties.
- 13. Where needed, provide sight line diagrams/analysis.

ELEVATION AND FLOOR PLAN REQUIREMENTS

- 1. Building elevations shall conform to the following requirements:
 - a. Dimension height of all structures from the highest adjacent curb to the top of slab and to the roof peak on all elevations.
 - b. Dimension height of all floors from the highest adjacent curb.
 - c. Building elevations shall depict all sides of building and indicate colors and materials proposed. Provide detail including dimensions and type of windows/doors for all upper-story windows, exterior doors, and balconies. Include sill heights for windows from finished floor and railing heights for balconies.
 - d. Dimension section drawings to show grade differential and structures/building heights.
- 2. Provide floor plans for each story. Detail all upper-story windows and balconies.

Submittal Requirements for Revised Plans (after City has accepted the application and deemed it complete)

Submittals of revised plans shall include the following:

- 1. All changes shall be designated by deltas or clouds on the revised plans.
- 2. Notes describing all changes made to the plan, keyed to the deltas or clouds.
- 3. The date that the revisions were made.

Failure to include the above requirements on revised plan will be grounds for rejecting revised plans.

FOR YOUR INFORMATION: Staff may deem additional submittal information necessary to adequately analyze the project, complete environmental review for the project, or make recommendations to the Planning Commission, Board of Zoning Adjustment or City Council. Completion of the application does not presume approval nor staff support of the application. Such approval is discretionary. The Director may deny, modify, or conditionally approve the application.

All entitlement decisions are final unless appealed within fifteen (15) days of the date on which the decision is made. Appeals to staff decisions shall be in writing and filed with the Department of Community and Economic Development. The appeal must set forth the specific reasons for the appeal. All applicable fees must accompany appeals. Building permits, certificates of occupancy, or licenses will not be issued until the appeal period has elapsed. If the entitlement decision is appealed, building permits, certificates of occupancy, or licenses will not be issued until the final decision has been made on the appeal or the appeal is withdrawn.