

Concept Plan Checklist

- A title block located at the bottom right hand side of the page to include project’s name, addition’s name, lot, block and phase designations, total acreage, zoning classification and address if available. Based on the following template:

<p>CONCEPT PLAN FOR NAME OF THE PROJECT NAME OF THE ADDITION LOT(S) & BLOCK(S) & PHASE(S) TOTAL ACERAGE ZONING</p>

- A summary table for approximate building square footage, proposed use, building height, landscape percentage and total number of parking spaces required for each proposed classification and ROW square footage or acreage (if applicable).
- Approval signature blocks, provided below;

Approved		
CITY DEPARTMENT	DATE	SIGNATURE
Planning and Zoning		
Engineering		
Building Inspection		
Fire Prevention		
Public Services		
ADA		
Parks		

Approved			
UTILITY	COMPANY	DATE	SIGNATURE
Electric			
Gas (if applicable)			
Telecommunications			
Cable			
Solid Waste			

- Tax certificate showing all tax payments to the city are current.
- North point arrow (oriented to the top or right of the sheet) and date of original submittal. Dates revisions of the concept plan are submitted are also to be added with each modified set of plans.
- Location map in top right corner or top left corner, one inch equals 1,000 feet (1" = 1,000') (Must use city base map).
- Be on a sheet size that is 22 inches by 34 inches
- Scale of one inch equals 20 feet (1" = 20') maximum for lots up to three (3) acres, and one inch equals 40 feet (1" = 40') maximum for lots exceeding three (3) acres.
- Name, address and phone number of contact person of developer, owner, builder, engineer or surveyor
- Distances and bearings of the proposed or existing lots including total land area, subdivision lot and block designation, and phase lines if phases are proposed.

- Iron rods set or found.
- Contours with intervals of five (5) feet or less, referred to sea level datum, including city benchmark.
- Approximate shape, use, and placement of buildings or structures.
- Building setback lines.
- Zoning of subject lot and adjoining property.
- Easements or encumbrances which impact development of the lot.
- Floodplains, drainage ways, and creeks
- Existing and proposed median openings, driveways, traffic islands, turning lanes, and acceleration and deceleration lanes.
- Right-of-ways and private streets adjacent to the site showing boundaries of the right-of-way and limits of paving.
- General parking layout, including the number of parking spaces required and proposed.
- Aerial photograph showing trees on the property, including the extent of the tree canopy present on the property.
- Approximate location of landscaped strips and areas, public parks, and open space.
- A preliminary utility plan showing proposed water, sanitary sewer, and drainage systems.
- Any requested or approved variances, administrative modifications, or alternative standards shall be listed on the concept plan.
- A copy of the approved final plat for the property, if applicable.
- If an existing concept plan is being revised, a statement of the purpose for the revision.