



COURTESY REVIEW FORM AND CHECKLIST

City Staff recommends that applicants request a courtesy review prior to submitting an actual formal site development application to speed the review process.

Site development requirements can be found in section **15.04.080** of the City Municipal Code and in the City Standards & Specs manual. Site Development Plans are approved administratively.

Building Plans can be submitted after site development plan is approved or concurrently with the site development plan. (The site development approval is a SEPARATE process from the building permit)

Courtesy Review Items

- ✓ Date: _____
 - ✓ Property address or location: _____
 - ✓ Contact information: _____
- | | Name | Mailing Address | Phone |
|--|-------------------------------|-----------------|-------|
| ✓ Are you the owner of the property? | _____ no _____ yes. | | |
| ✓ If not, do you have owner's permission for proposed changes? | _____ no _____ yes. | | |
| ✓ Zone district and setbacks. The property is zoned _____. | The setbacks are (front)_____ | | |
| ✓ (left side) _____ (right side) _____ (rear) _____. | | | |
| ✓ What is the current use of the property? | _____ | | |
| ✓ What is/are the building(s) going to be used for (retail, storage, residential etc)? | _____ | | |
| _____ | | | |
| _____ | | | |

Attach an accurate drawing of the property to include:

- The entire property, show property lines, existing buildings, proposed buildings, all distances from the property lines to existing and proposed buildings and dimensions of existing and proposed buildings. *(Not necessarily a surveyed site plan, but neat, accurate and preferably scaled)*
- Parking: show existing and proposed parking areas.
- Drainage – show where the storm water drains to/from your property.
- Show existing utilities – power poles, water lines, easements, irrigation ditches.
- Will the proposed project require utilities? (sewer, water, electricity, gas) _____ no _____ yes
- Is this a commercial project? _____ no (skip this section) _____ yes (see below)
 - Are you increasing the existing building footprint more than 50% or adding an additional building that adds 50% or more?
 - _____ no
 - _____ yes (See site development checklist) Landscaping and irrigation plans **may** be required for site development.