



SUBSTANTIALLY CONFORMING SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all City ordinances and standards.

- Submit all documents specified on the Required Documents checklist.
- Submit a disk with all plans – plans will be date stamped electronically.**

THE SUBSTANTIALLY CONFORMING SITE PLAN SHALL CONFORM TO THE REQUIREMENTS OF THE SITE PLAN CHECK LIST WITH THE FOLLOWING EXCEPTIONS:

- Update city project number (to be provided at time of submittal) and plan type (eg. Substantially Conforming Site Plan – SCSP12-00XX)
- Update ownership information, if changed
- Draw cloud around area(s) that is(are) being modified
- Provide a numbered list of the proposed revisions that correlate to the clouded area(s)
- Updated impervious surface calculation if changes are made to the building(s) or parking areas and drive aisles.
- Updated façade plan if changes are made to the exterior of the building.

Preparer's Name: _____

Preparer's Signature: _____