



Neighborhood Concept Plan Submittal Checklist

	APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT —————→	INITIALS
a)	Optional for all subdivisions. Before submitting a formal application for a subdivision, the applicant may present a neighborhood concept plan to the Planning Commission for the purpose of obtaining information and guidance prior to formal application. (The neighborhood concept plan is also known as a sketch plat.)	
b)	A pre-application conference with City staff is optional.	
	For a Neighborhood Concept Plan request, the following items shall be provided:	
	General Requirements	
1	Name, address, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project	
2	Name, address, phone numbers of owner(s), developer(s), and representatives	
3	North arrow, scale, date of preparation, zoning classification, map/parcel numbers, total acreage, and proposed use	
4	Title block located in the lower right hand corner indicating the name and type of project, scale, firm/individual preparing drawing, date, and revisions	
5	Legend containing all symbols and lines shown in the drawing	
6	A purpose statement for subdivision	
7	A vicinity map of the project with a radius of 1.5 miles from the project, any Major Thoroughfare Plan streets, and the 100 year floodplain boundary	
8	The location and type of all existing structures on the property	
9	A concept plan showing the design of the entire site, including lots and rights-of-way	
10	Title, name, address, stamp, and signature of the design professional(s) licensed to prepare the required plans and plats	
11	The current date of the Unified Development Code in effect at the time of submittal	

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12	Demonstrate compliance with Ordinance 25-29	
	Floodplain/Floodways/Wetlands	
1	Show 100-year floodplain and/or floodway and base flood elevations. Reference the FIRM panel number and effective date	
2	Show stream buffers	
3	Plans showing the nature, location, dimensions, and elevation of any part of the property within a flood prone area; existing or proposed structures or building sites, fill storage of materials and flood proofing measures; the relationship of the above to the location of the stream channel, floodway, floodway fringe, regulatory flood elevations, and the regulatory flood protection elevation; and specifications for building construction and materials, flood proofing, filling, dredging, grading, storage of materials, water supply, and sanitary facilities	
	Tree Protection and Landscaping	
1	Delineate trees to be retained on-site and the measures to be implemented for their protection	
2	Depict the limits of soil disturbance to include all areas to be graded both on- and offsite	
	Utilities, Existing	
1	Utility flow and capacity analysis for water and sewer services	
2	Conceptual utility layout, including connection points for water, sewer, location of stormwater detention ponds, and stormwater sewer outfalls	
3	Preliminary service demand analysis	

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	Streets/Rights-Of-Way/Easements	
1	Show the general location and width of existing and proposed streets, alleys, paths, and other ROW, whether public or private within and adjacent to the project	
2	Provide a layout of adjoining property in sufficient detail to show the effect of proposed and existing streets (including those in the Major Thoroughfare Plan), adjoining lots, and off-site easements	
3	Description of how the Bicycle and Greenway Plan has been implemented	
	Subdivision of Land	
1	The lot layout, the dimensions of each lot, number of lots, and total area in square footage or acreage to the nearest one-hundredth acre of each lot	
2	Number lots consecutively	
3	For phased developments, identify all phase lines and the phase sequence	
	Site Information	
1	Identify the location of known, existing, or abandoned water wells, sumps, cesspools, springs, streams, bodies of water, water impoundments, and underground structures within the project	
2	Show the location of known existing or proposed ground leases or access agreements (shared parking lots, drives, etc.)	
3	The location of any potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas, and any means of mitigating hazards	
4	For residential development, indicate the use and list in a table the number of dwelling units	
5	For non-residential development, indicate the gross floor area, all proposed uses, and the floor area devoted to each type of use	
6	Site amenity plan, if applicable	

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7	Pedestrian circulation plan	
8	Show location and dimensions of buffer strips, fences, or walls, if required	
9	Provide a description of commonly held areas, if applicable	
10	Show required building setbacks. Provide a note of the current setback requirements for the property/project	
11	Show location of adjacent parks, cemeteries, structures, development, and historically significant properties	
12	Show location and dimensions of all property proposed to be set aside for park, playground, or other public/private use, with designation of the purpose and conditions of use	
13	Any other data or reports as deemed necessary for project review by the Planning Director, City Engineer, Planning Commission, or other approving authority	

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