Planning Division
Precise Plan Checklist

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☐ Plans: Site plan, floor plans, elevations, roof plans, and a conceptual landscaping plan. Four (4) sets of full-sized scaled plans at 24”x36” and three (3) set of reduced plans at 11”x17”. The full-sized plans must be drawn to scale (not less than 1/8” scale is preferred) and dimensioned to show the following: Scale, north arrow, property lines, streets, sidewalks, easements, existing/proposed structures, setback to all structures, lot coverage, tabulation of parking required and parking proposed, hardscape/landscape areas, size and species of trees to be preserved/removed, mechanical equipment, fences/wall (location, height, material), Finishes (colors/materials).

☐ Colored Elevations: One (1) set of full-sized, scaled plans at 24”x36” and one (1) set of reduced plans at 11”x17”.

☐ (If proposing exterior changes) Colors/Materials board for colors, finishes, roofing, doors, windows, fixtures and other architectural elements. Provide manufacturer's brochures and color chips with manufacturer specifications.

☐ (If proposed) Conceptual grading plan.

☐ Photos: Provide photos of the subject site as viewed from the street, side and rear yard.

Supplementary materials and information: Additional information may be required depending on project scope to complete a thorough review of the project, which may include, but not limited to, the following. **(If required, these items will be requested after the application has been deemed complete)**:

- Air quality study
- Arborist report
- Biological report
- Conceptual Lighting
- Environmental Impact Report
- Hydrology/drainage report
- Negative Declaration/Mitigated Negative Declaration
- Noise study
- Parking Analysis
- Sewer capacity study
- Soils report
- Traffic study