



Development Application Complete Submittal Checklist

Submittal Instructions

- Appointments are required for all submittals or resubmittals – A paper copy of this checklist, all submittal materials and fee payments are due at the time of project submittal. Please contact a Development Review Coordinator at 970-221-6689 to schedule a submittal appointment and for assistance with this checklist. See checklist for required paper and electronic submittal items.
- Only complete submittals are accepted. The submittal may be returned to the applicant if any required materials or application fees are missing or insufficient. Submittals received Monday morning through Wednesday noon will be routed for review the same week and submittals received after Wednesday noon will be held and routed the following week.
- This checklist shall be used in tandem with the [Submittal Requirements Document](#). The applicant must complete this checklist and acknowledgement of the Submittal Requirements Document.
- The applicant shall be the designated contact person who will receive correspondence from city staff and referral agencies.

Additional Resources

- Development Review Guide and Flowchart:
<https://www.fcgov.com/drg/>
- Development Review Applications and Submittal Requirements Main Page:
<https://www.fcgov.com/developmentreview/applications.php>
- City Land Use Code:
https://library.municode.com/co/fort_collins/codes/land_use
- City Utilities:
[Development Forms, Guidelines & Regulations](#)
- City Engineering main page:
<https://www.fcgov.com/engineering/>
- The City's Comprehensive Plans:
[City Plan](#) and [Transportation Master Plan](#)
- Online City Map Resources:
<https://www.fcgov.com/gis/maps.php>

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Planned Unit Development (PUD) Complete Submittal Checklist

Project Name: _____

Applicant Name: _____

Office Use Only:

Project Type: _____ Project Number (if assigned): _____

New Submittal Revision Review Round ____ Submittal Date: _____

Staff Review Meeting Date: _____ Staff Coordinator: _____

All checklist items are required unless city staff indicates an item is (W)aived, (D)eferred, (N)ot Applicable or already (R)eceived. This checklist must be reviewed, completed and accepted by staff prior to project routing. Additional information may be requested from the applicant during the review process if necessary to address specific issues that arise. Please note that all application materials, once submitted, become a matter of public record.

Paper Copies:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	One paper copy of this checklist, completed and signed by applicant	Development Review Coordination staff 970-221-6689
	<input type="checkbox"/>	One paper copy is required (with the initial submittal only) for the following: Planning Submittal Package, PUD subdivision plat, Civil Construction Plans. Plan sets shall be provided at full scale (24" x 36")	Development Review Coordination staff 970-221-6689
	<input type="checkbox"/>	One signed paper copy of Development Application Form	Application Form.pdf
	<input type="checkbox"/>	One signed paper copy of Transportation Development Review (TDR) Application and Fee	TDR Fees and Application.pdf Contact Engineering at 221-6605 for TDR fee information
	<input type="checkbox"/>	Check for the above application forms payable to the "City of Fort Collins" (fees may be consolidated into one check)	Development Review Coordination staff 970-221-6689

Electronic Copies:

All copies must be provided on a flash drive or CD. Additionally: One paper copy is required (with the initial submittal only) for the following: Planning Submittal Package, PUD subdivision plat, Civil Construction Plans. Plan sets shall be provided at full scale (24" x 36")

1) General Information:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	Affected Property Owner (APO) Notification List (following the notification boundary provided by city staff)	Development Review Coordination staff 970-221-6689 DRCoord@fcgov.com
	<input type="checkbox"/>	Conceptual Review (CR) or Preliminary Development Review (PDR) comment response letter; or for resubmittals include a comment response letter from the prior round of review	
	<input type="checkbox"/>	Project Information and Design Narrative (see Submittal Requirements, Section C)	

2) Planning Submittal Package:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	Title Block information on all plan sheets	
	<input type="checkbox"/>	PUD Cover Page, including:	
	<input type="checkbox"/>	a. Title Block	
	<input type="checkbox"/>	b. PUD Land Use Table	
	<input type="checkbox"/>	c. Sheet Index	
	<input type="checkbox"/>	d. Signature Blocks	
	<input type="checkbox"/>	e. PUD Site Plan Notes	
	<input type="checkbox"/>	f. PUD Site Location Map	
	<input type="checkbox"/>	g. PUD Legal Description	
	<input type="checkbox"/>	PUD Overlay Map	
		PUD Master Plan Context Diagram(s), Overall Site Plan and Detailed Site Plan Sheets (as necessary)	
	<input type="checkbox"/>	PUD Design Narrative	

	<input type="checkbox"/>	PUD Master Plan Standards A description of proposed PUD Master Plan design standards, in booklet form or incorporated into plan sheets. See detailed description of requirements included in the notes below).	
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3) PUD Subdivision Plat:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	An overall PUD subdivision plat of the site at an appropriate scale on one or more sheets, with outer dimensions printable at 24" x 36" and appurtenant documents prepared according to the requirements described in the submittal requirements. The plat must conform to the subdivision requirements of the City, except as waived by the approved project development plan for the development. Final Plan review and subdivision plat approval, and complete execution, together with all necessary certifications, shall be required before filing of the subdivision plat or issuance of building permits.	LUC Division 3.3 – Engineering Standards

4) Civil Construction Plans:

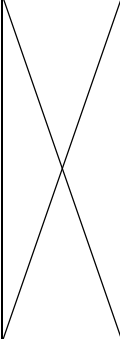
Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	Overall Drainage Plan	Utility Plans Checklist.pdf City Contact: Development Review Coordination staff 970-221-6689
	<input type="checkbox"/>	Overall Utility Plan	
	<input type="checkbox"/>	Overall Street Plan, including horizontal alignment and centerline profiles for public streets, with references to any proposed PUD standards	

5) Preliminary PUD Overall Drainage Report:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	<input type="checkbox"/>	Detention Requirements and Calculations	Stormwater Criteria Manual Resource Page Stormwater Criteria Manual Appendices: A. Required Submittal Content B. Stormwater Facilities Landscape Standards C. LID Implementation D. Erosion Control Guidance
	<input type="checkbox"/>	Offsite Flows (if applicable)	
	<input type="checkbox"/>	Floodplain Zone (if applicable)	
	<input type="checkbox"/>	Hydraulic Calculations	

<input type="checkbox"/>	Detention Basin Calculations	E. Erosion Control Construction Measures Fact Sheets
<input type="checkbox"/>	Standard Water Quality and LID Calculations	F. Erosion Control Construction Measures Standard Notes
<input type="checkbox"/>	Include Drainage Plan or Exhibit in the report	City Utilities: Development Forms, Guidelines & Regulations City Contact: Development Review Coordination staff 970-221-6689

6) Reports and Supporting Documents:

Staff Code	Applicant Validation	Item Description	Submittal Requirement Resources
	Meeting Date: _____	Building Services: (ITEM REQUIRED WITH INITIAL SUBMITTAL ONLY) Confirmation of completed Pre-Submittal Code Review Meeting with Building Services, required for all new construction projects (except individual single family detached residences and tenant finishes). For questions, or to schedule this meeting call 970-416-2748.	Please Note: Building Permits will not be reviewed until Development Plan review process is completed Building Codes and Standards Building Permit Fees
	<input type="checkbox"/>	Traffic Operations: PUD Overall Transportation Impact Study (TIS) or waiver indicated from Traffic Operations staff (waiver indication to be provided with initial submittal)	Traffic Operations Resource Page City Contact: Traffic Operations 970-221-6630
D	<input type="checkbox"/>	Development Review Engineering: a) Soils Report – in conformance with the Larimer County Urban Area Street Standards	Larimer County Urban Area Street Standards
D	<input type="checkbox"/>	b) Subsurface Hydrologic Study	
D	<input type="checkbox"/>	c) Signed letters of intent (required before scheduling PUD hearing) from impacted off-site property owner(s) indicating generating agreement and that all required off-site easement and off-site rights-of-way can be finalized in conjunction with the final development plan submittal	City Contact: Engineering Development Review 970-221-6605
W	<input type="checkbox"/>	d) Draft legal descriptions for accompanying deeds of dedication by separate document	Easement and Right-of-Way Dedication Process
W	<input type="checkbox"/>	e) Draft legal descriptions for accompanying easement vacation request by separate document	Vacation of Easements Process
	<input type="checkbox"/>	a) Engineering or Utility Variance Requests (City review and approval required prior to scheduling hearing, may	Larimer County Urban Area Street Standards

		be incorporated into Design Standards, see notes below)	
	<input type="checkbox"/>	Environmental Planning: b) Ecological Characterization Study (ECS) If an ECS is required, this must be submitted at least ten days prior to the PUD development review application. A copy shall also be submitted at the time of the application with this checklist.	Submittal Requirements Section J, Section H LUC Section 3.4.1
		Other Information and Data as the Director may require for the full and complete consideration of the development: (to be completed by staff): THIS CHECKLIST IS TO BE USED AS A GENERAL GUIDE FOR PUD SUBMITTALS AND IS IN DRAFT FORM. OTHER ITEMS MAY BE REQUESTED DURING REVIEW OF THE PUD _____ _____ _____ _____ _____	City Contact: Development Review Coordination 970-221-6689 DRCoord@fcgov.com

Applicant Acknowledgement:

I have reviewed the submittal requirements in this document. All documents submitted are complete and the requirements have been incorporated into the plans. All documents submitted have been compared and consistent design information is shown on all plan sheets and reports. I understand that submittal requirements not sufficiently addressed or deferred may result in added review time. I understand that PUD review is a new City development process that may require additional information and review time prior to approval.

Applicant:

Signature	Print Name	Date
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PUD Submittal Requirements, Notes and Descriptions

A. PUD Overlay Map

B. PUD Master Plan

1. Overall Site Plan
2. Detailed Site Plan Sheets (as necessary)
3. Master Plan Standards (In booklet form or incorporated into the plan sheets)

Master Plan Content Requirements. Both the master site plan sheet(s) and/or any design booklet should address the following:

- a) Proposed densities
- b) Proposed uses (including any customized uses and use configurations)
- c) Development patterns (layout of site elements)
- d) General design framework of all site elements as necessary to demonstrate compliance with LUC and PUD standards
- e) Parcel size
- f) Existing topographical character of the land at a contour appropriate with the scale of the project reference vertical elevation datum used. NGVD 29 is preferred; all water courses; flood plains; floodways; natural features; and existing vegetation (including all trees and shrubs having a diameter greater than two and one-half (2-1/2") inches by species), wetlands, natural areas and wildlife movement corridors.
- g) An estimate of the limits of development. (reference Section 3.4.1(N) of the Land Use Code)
- h) Existing zoning.
- i) Approximate acreage and density of each proposed PUD; break down into sub-areas as necessary indicating uses and mix of uses; include general number, height, and type of residential units; height, and types of business, commercial, industrial uses.
- j) Location and general nature of each PUD land use area.
- k) Total land area and approximate location and amount of open space included in the residential, business, commercial, and industrial areas.
- l) Approximate location of proposed and existing arterial collector and connector streets and major pedestrian and bicycle routes, including major points of access.
- m) Locations of all major utilities.
- n) Approximate location and size in acres of any public use proposed such as parks, school sites, and similar public or semi-public uses.
- o) A statement of proposed ownership and maintenance responsibility of public and private open space areas.

- p) A development phasing schedule including the sequence for each phase, approximate size in areas of each phase, and proposed phasing of construction of public improvements, recreation, and common open space areas.
- q) Area shown on the PUD Master Plan shall extend beyond the property lines of the proposal to include a survey of the area within at least one-hundred fifty (150') feet of the proposal, exclusive of public right-of-way, at the same scale as the proposal and include the following (except if natural areas are in the vicinity, then any natural areas within five hundred (500') feet are to be shown):
 - 1. Land uses, locations of principal structures and major existing landscape features.
 - 2. Densities of existing or approved residential uses.
 - 3. Traffic circulation system.
 - 4. Natural features of the landscape.
 - 5. General topographical mapping at the same scale as the overall development plan.

C. Master Plan Standards. A description of proposed PUD Master Plan design standards, in booklet form or incorporated into plan sheets. The standards should follow the bolded headings below to generally organize the booklet into the same structure as the current LUC Article 3):

1. **Site Planning and Design Standards:** (should include the following topics but could be organized under different headings. Areas where no LUC change is proposed could be noted as “no change”, or this could be generally covered in a standard note on the cover page):
 - a) Landscaping
 - b) Urban Design Features (all character defining elements, design themes, site furniture, design
 - c) Site Amenities (parks, buildings, gardens, pools,
 - d) Program Amenities (indicate design intent, public vs. private, etc)
 - e) Social Amenities (indicate design intent, public vs. private, etc)
 - f) Signage
 - g) Parking layout and parking quantities
 - h) Site and landscape details
 - i) Site Lighting
 - j) Solar Access and Energy considerations
 - k) Etc.
2. **Environmental and Cultural Resource Standards:** Any special standards that address Division 3.4
3. **Building Design Standards:** Character elevations, notes, details, materials, patterns, colors, textures, etc.
4. **Transportation and Circulation Standards:** Include details, narrative, notes, sections, tables, etc. Incorporate notes/linework that compares/contrasts established/proposed standards.
5. **Supplementary Regulations:** Any standards that address the requirements outlined in this section such as building setbacks, density, building height, buffering, fencing, etc.
6. **References to LUC District Standards:** If helpful the graphic booklet could reference standards in the underlying zone district (such as LMN) and structure the booklet pages to show comparisons and address specific standards and guidelines that contrast with adopted City standards.

D. General Guidelines for Design Standard Booklet and Plan Sheets:

1. **Comparison Table:** In addition to graphic illustrations and narrative text, a table comparing/highlighting the LUC Standards and proposed PUD Standards may be beneficial.
2. **Alternative Standards Summary Table:** A summary table must be incorporated into the submittal documents to provide a summary reference, comparing any adopted standards to proposed PUD standards. Summary can be incorporated into the project narrative or booklet of PUD Design Standards.
3. **Parking Alternative Compliance Studies** – Alternatives to parking Guidelines for these studies are held by the Director (if required): [Parking Impact Study Guidelines](#). These studies may provide useful information that should be incorporated into the Applicant's justification for alternative parking standards if proposed with the PUD Master Plan.
4. **Context Diagrams:** Neighborhood and/or regional images of site plan and immediate surrounding area indicating general plan relationships, existing and proposed information (could include aerial images).
5. **TBL analysis:** See Waters Edge as an example, this format could be followed and provided as a supplemental appendix item.
6. **Engineering Variances:** Any alternative utility service or LCUASS standards proposed must provide Engineering or Utility Variance Request(s). Requests shall incorporate standard city format and be incorporated into the Design Standards booklet as an appendix item.
7. **Metro District and/or HOA responsibilities and establishment:** The booklet (and/or site plan sheets) should include language outlining maintenance and special considerations regarding amenities provided, social programs, etc.
8. **Graphics:** Plans/booklet should be infused with rich illustrations showing design intent. Depending on the subject, some of these graphics will address details and other will address broader concepts. The object is to provide clear direction for the PDP/FDP and therefore some details may be at a design development level and with a format similar to construction details. Details should provide general intent and general specification, to inform how final details should be provided at the time of FDP and/or construction. Graphics and associated notes/dimension could clarify what the change is between standard LUC metrics and proposed PUD metrics, in order to assist with staff review and associated hearings.
9. **PUD and subsequent PDP/FDP's:** PUD Plans and supporting documents should be organized so that the PUD content shown (the sheets and booklet), are attached or referenced in subsequent PDP/FDP's. All associated graphic details, design illustrations and associated narrative text, dimensions, etc. shown on the plan sheets, booklet graphics shown with the Booklet and Master Plan sheets should be set up so that the content (notes and graphic details) can be transferred to the PDP/FDP drawings. The level of detail shown on the PUD vs. the PDP/FDP is to be determined.
10. **Standard PUD notes:** We'll need to have a few notes that will provide general direction and clarify process and vesting, etc. **This is TBD.**
11. **File Naming:** Generally, with the electronic files submitted, file names should only include information related to the subject of the file. The site plan should be named "site plan.pdf". The landscape plan should be named "landscape plan.pdf, etc. No consultant project file numbers, subfolders, or added characters should be provided in the file naming. Acronyms should also not be used.

E. Project Design Narrative. The purpose of the narrative is to provide summary information about the proposal to communicate the intent of the project including any program needs, site constraints or choices made that influence the proposed project design. Narrative should provide an introduction summarizing the project features, PUD design vision and goals. More detailed narrative and notes should be incorporated into the Design Standards/Guidelines booklet pages (or into text incorporated into the Master Plan Sheets if a booklet format is not used).

The Project Narrative must include as a minimum the following information. Information can be summarized in the narrative with reference to more detail provided with the plan sheets and/or booklet.

1. Project title: Name of the development project as well as any previous name the project may have had during Conceptual Review. Please provide a consistent project title on all documents.
2. Past Meeting Dates: Provide dates of any CR, PDR, and neighborhood meeting held.
3. General Information: The information provided is used to describe the project in the City's online review database. General information includes the following (as applicable): project location, overall size of the development in acres, existing zoning, proposed zoning, number of dwellings, amount and type of commercial space, number of off-street parking spaces provided, number of building stories proposed, description of any Land Use Code Modifications proposed.
4. Proposed Owners: A list of names of all general and/or limited partners (if a partnership) managers and directors (if a limited liability company) and/or officers and directors of the corporation (if a corporation) involved as either applicants or owners of the development.
5. Existing Owners: The name and address of each existing owner of property within the boundaries of the development plan area.
6. Transportation Improvements: Summary of any proposed on and off-site improvements identified with the Traffic Impact Study (if applicable).
7. Written narrative addressing each concern/issue raised at the neighborhood meeting(s) if a meeting has been held. Please contact a Development Review Coordinator (or Planning Services main number) to receive a copy of the neighborhood meeting minutes in Word format. Please note that neighborhood meetings are required for all PUD projects, and if a neighborhood meeting is required, a ten-day waiting period is required prior to submitting a Development Application.
8. Narrative description of the site design including building placement, vehicular and pedestrian circulation, landscaping, proposed open space and treatments of wetlands, natural habitats and features on site and in the general vicinity of the project.
9. Narrative description of how disturbances to wetlands, natural habitats and features and/or wildlife are being avoided to the maximum extent feasible.
10. Narrative description of transition techniques, associated buffering and how conflicts between existing and proposed land uses are mitigated.
11. Narrative description of the architectural design including general description of how Building Standards or alternative standards are met (Sections 3.5.1 and other applicable Sections in 3.5). Depending on the nature of the project, the narrative provided may be one page or multiple pages. Description should also include information regarding the design approach used to satisfy any applicable historic preservation considerations, as required in *Section 3.4.7 -- Historic and Cultural Resources*, and should also include a discussion of the design approach used to satisfy the recommendations from the Landmark Preservation Commission (LPC), if applicable.
12. Development Phasing Schedule (if applicable). This shall include a development schedule with anticipated start dates, completion dates and descriptions for each development phase proposed. Schedule shall include the proposed phasing of construction of public improvements and recreational and common space areas. Projects with multiple parcels and/or property owners should review and refine shared phased elements such as streets, walkways/trails, grading, walls and utilities and incorporate construction phasing by development parcel, if applicable. Larger or more complex projects should include a phasing plan and supplemental tables and notations as a plan sheet.

- Narrative and any related PUD Standards (in booklet or plan sheets) may be divided into topics for clarity. Topics included may vary and may include a justification of choices made with the project including the configuration of: parking areas, walkways, trail connections, new tree stocking, landscape bed areas, existing trees, site circulation and access, transition areas, buffering from incompatible uses and adjacent features, location and design of parks and open space, configuration of trash and recycling service areas and loading zones, preservation and enhancement of natural habitats and features, easements needed/provided, provisions for emergency access, ADA accessibility considerations, lighting considerations, notable utility and drainage constraints or considerations, description of the exterior building design and articulation, interior and exterior amenities provided that support the proposed uses, project information such as the intended users, number of employees, or other relevant information.
- With more complex PUD projects that touch on many of the subjects described above, please use multiple headings to organize the information provided. Narrative information can be an effective tool to communicate to all stakeholders or parties-in-interest how the project meets the developer/applicant's objectives while mitigating project impacts in accordance with code requirements, subarea plans and City Plan. The narrative may also include and reference how goals and objectives of City Plan and subarea plans are satisfied. If references to City goals and objectives are provided, it is recommended that the references include all relevant development, neighborhood character and mitigation objectives.
- Narrative information and any proposed alternative standards shall provide a written justification (and associated graphics) that the demonstrate significant public benefits provided by the PUD. Any alternative standard must demonstrate compliance with Section 1.2.2 of the City Land Use Code and any Engineering review requirements.

F. Format Requirements for all Development Plans

1. Drawing Scale

- a) All plan drawings shall delineate all improvements proposed with the development, at a scale of either one inch equals fifty feet, one inch equals thirty feet, one inch equals twenty feet or one inch equals ten feet, composed of one or more sheets with an outer dimension of twenty-four by thirty-six (24" x 36") inches.
- b) The scale selected must be appropriate to clearly convey the design components and to easily distinguish design elements, labeling, dimensions and relationships of plan elements. Site and landscape plans typically fill the page with a recommended scale of not more than one inch equals twenty feet. Match lines should be used to divide plans into several pages if this scale is not achievable on one page. For larger projects that provide site and landscape plans on multiple pages with match lines, a separate overall site plan and landscape plan page is also recommended to show the entire plan, typically with less detail provided.

2. Drafting Standards -- Plan and detail notations, dimensioning and drawing delineation:

- a) Plans should be organized for convenience and clarity. The information shown in drawings should communicate design intent, the nature and relationship of plan elements and demonstrate code compliance without inferring distances and information. All plan elements should be clearly drawn and labelled.
- b) Dimensions should be provided for all plan elements, with overall dimensions provided to clarify significant plan information.
- c) Plan legends and symbols should be used where needed to organize labelling of site elements if plan elements cannot be directly labelled.

- d) Information provided in the Land Use Table should also be referenced with direct labels on the site and landscape plan sheets.
- e) All drawings and images shall be drawn accurately. Free-hand drawings are discouraged. Hard-line drawings are preferred and may be required if hand drawings provided are not sufficient.
- f) Line work must be clear, with a hierarchy of line weights, line types and colors used to clarify the design intent of the project.
- g) The use of toned linework is discouraged. If toned linework is used, line thickness should be adjusted to be wider, and not the thinnest line width, so that the toned linework can be reproduced without issue. The use of multiple line types and color linework is encouraged to emphasize important design elements and subordinate elements that are part of the project design and existing conditions.
- h) Plan area enlargements, design details and design diagrams should be used to convey the project design clearly and to avoid too much information being provided within small areas on the 20-scale site plan, landscape plans or other plans. Labeling, summary tables, notations and dimensions should be provided with enlarged detailed areas as necessary to clarify the proposed site design, materials, details and general specifications. Such details shall be drawn and labelled to show design feasibility and construction intent.
- i) When organizing plan drawings and details, applicants are encouraged to consider whether the design information can be easily understood when viewing the drawing as a part of a public presentation on a video screen. Images and text must be crisp and clear. All jpegs and other images embedded into the drawing must be of high resolution. Please take note of this requirement when saving images (such as lighting specification cut sheets, site furniture, material images, etc.). When printing PDF sheets, image quality for jpegs and other images should be adjusted as needed to provide high quality images.
- j) The digital format for all plan sheets must be provided in PDF format as a digital print, and not a "save as" format when generating PDF's from the design software (Autocad, Revit, etc.). The intent of this requirement is to avoid screen regeneration time associated with drawing elements that are loading on the screen as vector images.

3. Title Block:

Title blocks are required for all development plan sheets and shall provide the following minimum information:

- a) Title by which the proposed development is to be referred.
- b) Graphic Scale Bar.
- c) North Arrow.
- d) Date of initial preparation and designated round of review.
- e) Date of all subsequent submittal revisions and the subject of the revision.
- f) Project title, which shall be consistent on all project plan pages. In some cases, the project title may need to be modified if the name conflicts with existing development project names.

Title blocks and sheet borders may also be configured to provide additional white space (larger sheet border at top and bottom) so that 24 x 36 plan sheets can be printed to an identified reduced scale on 11x17 pages.

4. Development Plan Cover Page:

For most projects, general information about the project should be consolidated into a Cover Page for the Development Plan pages. The following information should be consolidated onto a Cover Page unless the information can be provided on the site plan page:

- a) Title Block
- b) Land Use Table
- c) Sheet Index indicating all site, landscape, architectural, lighting and detail plan pages (see Section B for typical plan sheets).
- d) Signature Blocks:
- e) Planning Approval Certification
- f) Owner Certification: A notarized signature of Owner's certification of acceptance of conditions and restrictions as set forth on the site plan to be signed at final plan approval. (see city template).
- g) Site Plan Notes See standard required notes here: [add link].
- h) Vicinity map of the area surrounding the site within a distance of at least one (1) mile, showing:
 - 1. Zoning Districts
 - 2. Location of existing municipal boundary lines
 - 3. Traffic circulation systems with street names labeled
 - 4. Major public facilities (schools, parks, natural areas, etc.)
- i) Legal Description (must match plat description if platting).