

**COVER SHEET TO BE SUBMITTED WITH  
COMMERCIAL, INDUSTRIAL, AND MULTIFAMILY APPLICATIONS**

Any applications involving: **(1) new construction;**  
**(2) change of use of the property; or**  
**(3) structural expansion.**

In addition to two full sets of building plans and a completed building permit application form (including the legal description) for your building permit application, 5 copies of the site plan and any related plans must be submitted for review by the Site Development Review Committee. The site plan must be drawn to an appropriate scale (typically 1"=20') and, at a minimum, address the following:

- \_\_\_\_\_ (1) North arrow, vicinity map indicating project location, and indication of scale;
- \_\_\_\_\_ (2) All property lines with dimensions (if multiple contiguous lots are being developed, show each property line even if internal to the site and include a copy of the deed for each parcel);
- \_\_\_\_\_ (3) All existing improvements on the property (structures, fences, driveways, sidewalks, curb cuts, signage, etc);
- \_\_\_\_\_ (4) All adjacent rights-of-way;
- \_\_\_\_\_ (5) All proposed improvements, including new construction, parking, landscaping, fencing, sidewalks, driveways, snow storage areas, lighting, drainage, and any other proposed changes to the property;
- \_\_\_\_\_ (6) All existing utilities and utility easements and all proposed utility mains, lines, extensions, and easements;
- \_\_\_\_\_ (7) Existing and proposed fire hydrant location(s) and/or any proposed fire code related features;
- \_\_\_\_\_ (8) Proposed drainage plan;
- \_\_\_\_\_ (9) Handicap access, including ramps and parking.

**ALL ABOVE ITEMS MUST BE INCLUDED WITH THE APPLICATION.  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

\_\_\_\_\_  
Project Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date