



**Community & Economic Development Department
Planning Division**
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**ADMINISTRATIVE
PLOT PLAN
SUBMITTAL
REQUIREMENTS**

SUBMITTAL REQUIREMENTS

Completed and signed application	5 sets of the architectural plans/floor plans
Copy of the fee receipt	Parking Study
5 sets of the Site Plan	Letter of intent

EXHIBIT REQUIREMENTS

SITE PLAN (Minimum scale shall be 1 inch = 20 feet)

Title block indicating drawing scale, name, address and telephone number of applicant, person responsible for preparing plans, date of plan preparation, North arrow (top of plan to be oriented to the North).

Legal description, Assessor's Parcel Number, and size of parcel.

Indicate location and type of proposed and existing buildings, fencing, gates, walls, fire hydrants, utility poles, street lights, driveways, and include available parking.

Indicate location and names of all streets and alleys and rights-of-way providing legal access to the property.

Note: For projects in existing buildings, the approved site plan for the commercial center can be provided in lieu of a new site plan.

ARCHITECTURAL PLAN (Minimum scale shall be 1/8 inch = 1 foot)

Show interior dimensions – include location of all exits, interior walls and restrooms, (if meeting place or church – show dimensions, location of chairs, aisles, etc.)

APPLICATION PROCESSING

Each application must be submitted with the required processing fee and all applicable submittal requirements. Additional information or materials may be needed before an application is accepted as complete. An incomplete application may be closed if it remains inactive for 180 days or more.