



ACTIVITY IN PUBLIC PLACES (APP) APPLICATION GUIDELINES

Minor Development Permit applications are processed by the Planning Division within the Community Development Department. To obtain a permit, a site plan is required, detailing the proposed development, including existing and new improvements, landscaping, parking, and building modifications. The plan is reviewed for zoning compliance. Most permits also require a building permit from the Building and Safety Division. Approval of a Minor Development Permit does not include requirements from other departments or agencies. Applicants should contact other agencies directly for their specific requirements.

APPLICATION PROCEDURES 1. Submit two (2) sets of plans (24 inch by 36 inch) drawings as outlined below. 2. Submit a Minor Development Permit application (attached). 3. Submit required fee of \$412.00 4. All re-submittals shall contain the previously submitted plans with the corrections made by the Planning Division.

***THE FOLLOWING INFORMATION IS REQUIRED ON PLAN SETS:**

- ☐ Project Address
 - ☐ Designer's Name, Phone Number, and Address
 - ☐ Property Owner's Name and Phone Number
 - ☐ North Arrow
 - ☐ Scale Bar (Minimum of 1/8" scale)
 - ☐ **Site Plan**
 - ☐ Project Data Table
 - ☐ Scope of Work
 - ☐ Zone District
 - ☐ Total Lot Area
 - ☐ Existing Floor Area
 - ☐ Proposed Floor Area
 - ☐ Total Floor Area
 - ☐ Lot Coverage Calculation
 - ☐ Existing Number of Units
 - ☐ Proposed Number of Units
 - ☐ Proposed Building Height
 - ☐ Proposed Number of Floors
 - ☐ Number of Required and Proposed Parking Spaces
 - ☐ Property Line Locations and Dimensions
 - ☐ Existing Buildings and Structures Locations and Dimensions (labeled To Remain or To Be Demolished)
 - ☐ Proposed Buildings and Structures Locations and Dimensions
 - ☐ Building Setback Measurements
 - ☐ Existing Adjacent Front Yard Setback Measurements
 - ☐ Landscape and Hardscape Areas
 - ☐ Location of Existing Trees (labeled To Remain or To Be Removed)
 - ☐ Parking and Driveway Location and Dimensions
 - ☐ Mechanical Equipment Location and Dimensions
 - ☐ Fence Location and Dimensions
 - ☐ **Floor Plan**
 - ☐ Room Type and Dimensions
 - ☐ Door Swings
 - ☐ Window and Door Opening Locations and Dimensions
 - ☐ Interior Wall Dimensions
- ☐ **Elevations**
 - ☐ Full Building / Structure Elevations Labeled North, South, East, and West
 - ☐ Height Dimensions Measured from the Finished Grade
 - ☐ Color and Material Finish Call-outs and Keynotes
 - ☐ Details of Any Architectural Features and Elements (e.g. window detail, mechanical equipment, attic vents, lighting, etc.)
 - ☐ Color Elevations OR Color Renderings
- ☐ **Roof Plan**
 - ☐ Existing and Proposed Roof Ridges, Valleys, Hips, etc.
 - ☐ Pitch and Slope Direction for all Roof Planes
- ☐ **Window and Door Schedule**
 - ☐ Existing Windows and Doors to be Replaced /Retrofitted
 - ☐ New Windows and Doors (including like-for-like)
 - ☐ Window Sizes and Types (e.g. casement, single-hung, double-hung, fixed, slider, etc.)
 - ☐ Window Frame Color and Material
 - ☐ Window Grid Style (e.g. colonial, diamond, prairie, etc.)
 - ☐ Window and Door Trim Color and Material
- ☐ **Materials Board**
 - ☐ Product Specifications of Proposed Materials (e.g. windows, exterior doors, roofing, exterior siding, fencing, lighting, etc.)
 - ☐ Color Images of Proposed Materials (e.g. paint colors, windows, exterior doors, roofing, etc.)
 - ☐ ADU's to match existing in style, color and materials
- ☐ **Parking**
 - ☐ Parking Space Location and Dimensions
 - ☐ Vehicle Backup Distance Measurement
 - ☐ Drive Aisle Width Measurement
 - ☐ Driveway Width Measurement
 - ☐ Visibility Triangles at Driveways and Intersections

**Note: Some items may not be required depending on the scope of work. At any time during the application process, staff reserves the right to require other materials, studies, or other forms of resources that help further the processing of an application. Do not submit structural plans.*