

Planned Use Application Guide

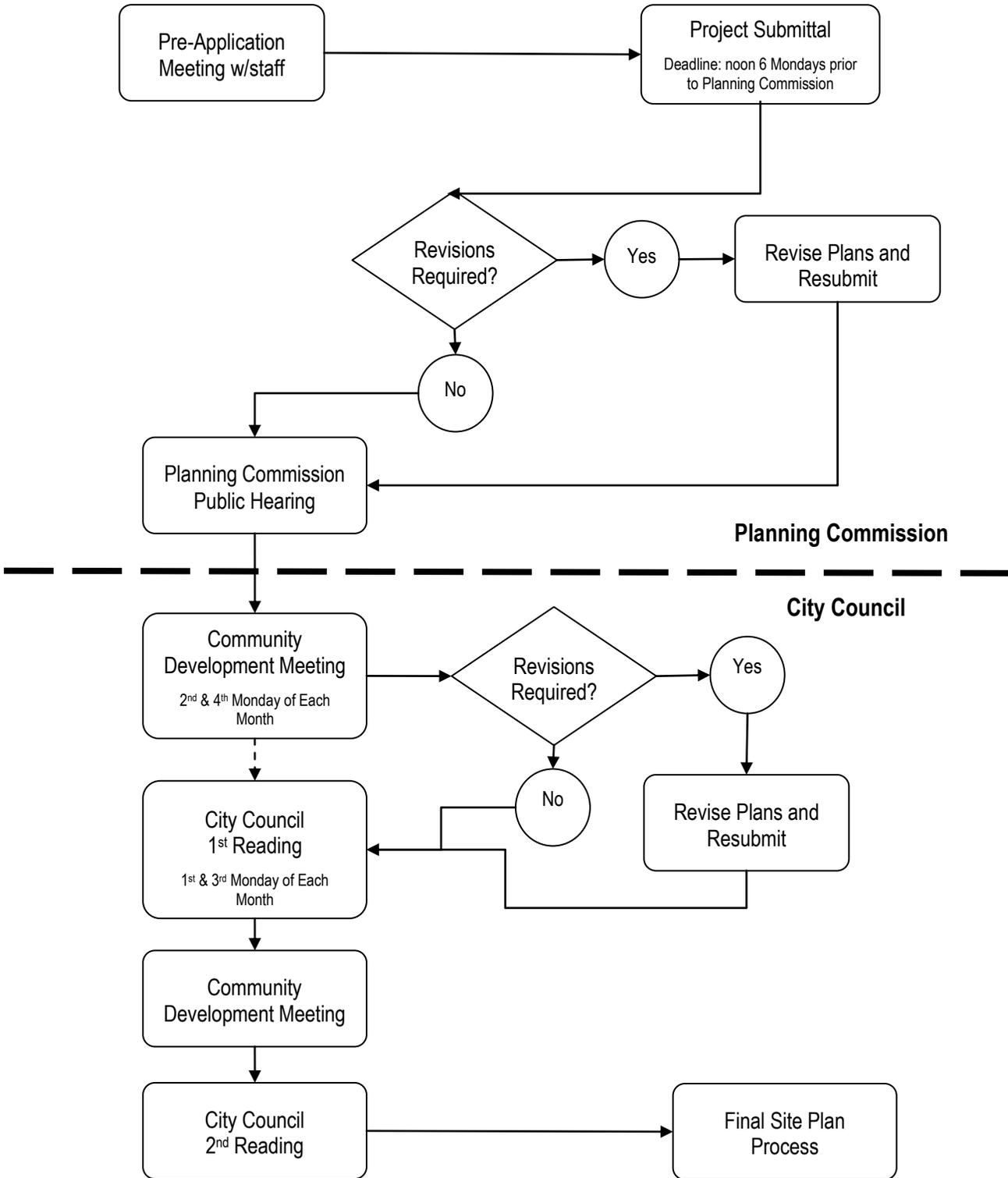
Do I need to go through the Planned Use Process?

Article 6: Planned Uses of the O'Fallon Code of Ordinances requires certain uses to be processed as a Planned Use. The Planned Use process was enacted by City Council to make sure that development is compatible with surrounding neighborhoods and that impacts can be mitigated. The Planned Use is also available for developers who want to propose creative developments that might not meet all the zoning requirements of a particular zone district.

The following questions are designed to tell you if your project needs to proceed through the Planned Use process.

- **Does the development contain one of the following uses?**
 - Convenience Store or Automotive Services Station
 - Retail or wholesale fuel, dispensed or sold
 - Uses offering liquor sales and/or consumption; on or off premise
 - Restaurants or public eating places
 - Drive in or drive through services
 - Car Washes, Self or Automated
 - Hotels, Motels, and overnight accommodations
 - Dance Halls, Nightclubs, or Entertainment Facilities such as theaters, museums, meeting halls, golf courses, country clubs, driving ranges, mini-golf courses, arcades, billiard halls, bowling alleys, skating rinks, etc.
 - Bed and Breakfast
 - Landfill or disposal site
 - Gun and Archery Clubs or Ranges
 - Halfway Houses and Group Homes
 - Manufactured/mobile home subdivision and mobile home parks
 - Mining or mineral excavation or extraction.
 - Mini-warehouses
 - Correction or detention facility
 - Dry cleaning service facility
 - Salvage, scrap or storage Yard
 - Auto Repair and Service Garage
 - Outdoor Display (including car and equipment dealerships)
 - Apartment buildings, three units or greater
 - Public, private, or parochial schools or other uses offering course of instruction in accordance with standards for compulsory education.
 - Child Day Care facilities required to be licensed by the State of Illinois
 - Churches or other places of formal worship
 - Shopping Centers
 - Pole Barns or metal-sided buildings (pole-barns/metal sided buildings are only allowed in Industrial Zoned Areas)
 - Veterinary Clinics
 - Kennels having outdoor runs or containment areas
 - Funeral or mortuary service establishments, including accessory crematories
 - Cluster/Conservation Subdivisions
- **Is the proposed development a new use, change in use, or construction of a building:**
 - Within 250 feet of any property zoned or principally used for residential, church/religious, or school purposes?
 - Greater than 20,000 square feet?
 - Have two or more principal buildings proposed on one lot?
 - Generate traffic that would result in a level of service of "D" or worse pursuant to accepted national traffic standards?

If yes was answered to any one of these questions, the project must proceed through the Planned Use process.





Planned Use Dates to Remember

The Planned Use process has elements which are time sensitive. The specific dates and deadlines below will be filled in by the Community Development Department at the time of the Pre-application Meeting.

1) _____ - Please submit by noon.

Last to day file the completed Planned Use Application. Please call ahead to inform us of the specific time you will be submitting your application.

2) _____ to _____

"Window" for Applicant to send notices to owners within 250 feet of the development parcel.

3) _____ (Wednesday before hearing; please submit these items to the CD Department) -

- Statement of Compliance
- Copy of notice given to surrounding property owners
- All green Certified Mail Return Receipts if noticed by mail **OR** original letter signed by owners if notice was given in person.

4) _____ -

Planning Commission – Public Hearing – 6:00 p.m. – City Council Chambers

(Please note: The public hearing schedule may be subject to the discretion of the Community Development Department staff.)

At the time of the Public Hearing, the Planning Commission will form a recommendation to the City Council. At this meeting, the applicant will be informed of the time and date of the first Community Development Committee meeting (the beginning of the City Council portion of the Planned Use process).

A copy of the agenda will be mailed to you the Friday before the scheduled meetings. The agenda will serve as notice that your petition will be discussed that night. You will want to attend these meetings or have a representative present in your place.

Planned Use Submission Items

The following pages are required submission items as notated on “Planned Use Submittal Requirements.” They are to be completed, detached, and returned to Community Development Department at the time of application.



Planned Use Submittal Requirements

In order for an application to be considered complete, the following items must be submitted to this office at the time of application. Any missing items may subject the application to delays.

- Pre-application Meeting as required
- Land Use Application and Land Use Application Fee; Fee Required: _____
- Engineering Plan Review Fee Payment Responsibility Form and Payment; Fee Required: _____
- Permission Letter from Property Owner, if Applicant is not the Property Owner of record
- Copy of the "Buffered Parcels Report" (St. Clair County Mapping & Platting Office)
- Copy of Intent to File letter
- 6 – 24" x 36" (minimum size), 1 – 11" x 17", and a PDF of the sealed Preliminary Site Plan
- 2 – 24" x 36" (minimum size), 1 – 11" x 17", and a PDF of the Architectural Elevations
- 2 – 8.5" x 11" (minimum size) of any proposed freestanding signs
- Completed Planned Use Formatting Requirements
- Completed Preliminary Site Plan Check Sheet
- Completed Phase I Drainage Report Check Sheet
- 1 copy of a written Narrative introducing the project and explaining the overall development plan proposed by the Planned Use including proposed uses, densities, open space areas, public land dedication areas, trails, public area landscaping, roadways, utility services, and other required improvements. Include analysis relating the preliminary site plan to the review and approval criteria set forth in this article.

Depending on the nature of the Planned Use, the following may be required at initial submittal as identified by the Director. The applicant will be informed of these requirements at the Pre-application Meeting.

- Submittal in CAD / GIS format as may be required by the City.
- 2 copies of Preliminary Utilities Studies and plans as may be required by the City.
- 2 copies of Preliminary Drainage Report as may be required by the City.
- 2 copies of a surrounding property planning information narrative. With each Preliminary Site Plan, the applicant shall provide necessary information requiring the planning and development of a logical sub-area surrounding the proposed site plan. The applicant must show to the City's satisfaction, that adequate provision has been made for the integrated traffic and utility system needs of the larger surrounding sub-area. The applicant must also show how the proposed project proposal will be compatible with the likely land use and design characteristics of the surrounding area. (Minimum of adjacent properties, larger area may be required depending on the project)
- Additional information as may be requested by the City including, but not limited to: traffic impact study, access management plan, geologic hazard study, wildlife impact report, historic inventory study, and data which estimates and documents how the project will affect population, employment, schools, parks, streets, utilities, public safety, and other City services.



Planned Use / Re-Zoning Application

NAME OF PROJECT: _____

ADDRESS/GENERAL LOCATION: _____

SUBDIVISION NAME & LOT NUMBER(S): _____

PARCEL NUMBER(S): _____

PLEASE CHECK THE TYPE OF APPLICATION (PLEASE CHECK ONE):

- PLANNED USE
- RE-ZONING (STANDARD MAP AMENDMENT)

SUMMARY DATA (RESPOND TO ALL THAT APPLY):

PRESENT ZONING: _____

PROPOSED NUMBER OF BUILDINGS: _____

PROPOSED ZONING: _____

PROPOSED GROSS FLOOR AREA: _____

PROPOSED # OF LOTS: _____

AREA IN ACRES: _____

PROPOSED # OF DWELLING UNITS: _____

PRESENT USE: _____

APPLICANT INFORMATION:

DESIGN PROFESSIONAL INFORMATION:

NAME: _____

NAME: _____

COMPANY: _____

COMPANY: _____

ADDRESS: _____

ADDRESS: _____

PHONE: _____

PHONE: _____

FAX: _____

FAX: _____

EMAIL: _____

EMAIL: _____

SIGNATURE OF APPLICANT

SIGNATURE OF DESIGN PROFESSIONAL

| <i>STAFF USE ONLY</i> | |
|---------------------------------------|---|
| <i>DATE RECEIVED:</i> _____ | <i>PROJECT ID #:</i> _____ |
| <i>APPLICATION RECEIVED BY:</i> _____ | <i>STAFF ASSIGNED:</i> _____ |
| <i>APPLICATION FEE:</i> _____ | <i>PLAN REVIEW FEE DEPOSIT REC'D:</i> _____ |



**ENGINEERING PLAN REVIEW FEE
PAYMENT RESPONSIBILITY FORM**

To be submitted with check payable to "Rhutasel and Associates, Inc."

PROJECT NAME: _____

ENGINEERING PLAN REVIEW FEE: \$ _____
(determined by the established Fee Table)

Please complete the form below with contact information for payment. Any additional billing beyond the two (2) reviews covered by the initial fee will be sent to the person listed below, after an agreement is reached between the City of O'Fallon, Rhutasel and Associates, Inc., and the Applicant.

BILLING ADDRESS

Name: _____

Company: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

E-Mail: _____

Signature: _____ Date: _____

"I acknowledge that this project may be subject to additional review fees should the plans require more than two reviews. In that event, I will be required to accept payment responsibility for any additional reviews to be done by Rhutasel and Associates, Inc. prior to those reviews being authorized."

Signature: _____

Print Name Here: _____

Intent to File Notice

Article 13: Notices and Hearings, Section 158.256 of the O'Fallon Code of Ordinances requires the applicant to mail a public notice to property owners when filing for a zoning amendment. The applicant for the amendment shall serve notice, either in person or by certified mail, return receipt requested, on the owners of all property within 250 feet in each direction of the subject parcel. See the Calendar of Deadlines for the deadline for notification. The **"Buffered Parcels Report"**, which lists these owners as they appear in the authentic tax records of the County, can be obtained in the office of Mapping and Platting of St. Clair County, Illinois. **Provide a copy of the "Buffered Parcels Report" to the City upon application.**

The notice shall contain the following information:

- The address and description of the particular location for which the proposed amendment is requested;
- A brief statement of the present zone district category and of the proposed zone district category of zoning and the proposed use of the subject premises.
- The name and address of the legal or beneficial owner of the property for which the change of zoning is requested.
- A statement of the applicant's intent to apply for a change of category of zone district.
- The date on which the application was filed.

The following is an example of a satisfactory letter. The letter should be placed upon company stationary if available:

Notice

Anytown Builders, LLC, applicant, has filed an application on January 1, 2004 for a zoning amendment with the City of O'Fallon, Illinois to rezone Lot 15 of the Cornfield Subdivision from A (Agriculture) to B-1(P) (Planned Community Business District). The property consists of a 15 acre parcel of land generally located at the southwester corner of the intersection of North and South Street in O'Fallon, Illinois. The property address is 1 Buy Street.

The rezoning request is for the construction of a 250,000 square foot, 3-story, retail and office building.

The name and address of the legal owner of the property is:

Mr. John and Nancy Farmers
555 Atlantic Shores Drive
Boca Raton, Florida 11111

This notice is being mailed via certified mail, return receipt requested to all owners of record within 250 feet in each direction of the subject property. Feel free to contact the City of O'Fallon Community Development Department office at 618-624-4500 x 4.

I.M. Builder, President
Anytown Builders, LLC

Statement of Compliance

A statement certifying compliance with the notice requirements is required to be submitted to the Community Development Department office along with all certified mail receipts and any returned envelopes **at least 6 days** before the Planning Commission Public Hearing.



The following plans shall be submitted with the preliminary development plan application. The requirements are broken down into suggested pages. Depending on the plan, requirements can be consolidated onto fewer sheets provided that the plans do not become illegible.

General Requirements

- Format. All Full-size Preliminary Site Plans must be submitted as a minimum of twenty-four-inch by thirty-six-inch (24" x 36") blue or black line prints showing all required information accurately, neatly and discernibly at a scale requiring the fewest number of sheets. Recommended scales include 1"= 20', =40', =50'.
- Seal. The site plan shall bear the seal and signature of a P.E. or other such professional certifications and seals as the City may require. Requirement for PE certification may be exempt under unusual circumstances as determined by the Director.
- Title. The name, type (e.g., Preliminary Site Plan), and subdivision name & lot number(s) in large letters must be placed at the top center of the sheet. The project name and type must also be placed in smaller letters in the lower right hand corner of each sheet.
- Legend. Each sheet must provide a legend pertaining specifically to the symbols used.
- Additional information to be placed on the site plan beyond the requirements listed above may be required by the Director based on a joint review of the plans by the authorized departmental representatives of the City of O'Fallon.

Cover Sheet (Sheet 1)

- Names and Addresses. Names and addresses must be provided for all owners, mortgagees, lienholders, plan preparer, land planner, engineer and land surveyor.
- Description of all existing covenants, liens and encumbrances (unless included in an attached document).
- Sheet Index. For multiple sheets, a sheet index must be provided on the cover sheet. Key maps must be provided where needed.
- Vicinity Map. A vicinity map must be provided on the site plan, including a north arrow, bar and graphic scales and nearest major roads.
- Legal Description.
- Signature Blocks. The following signature block is required for Preliminary Site Plans only:

City Council approval:

The Preliminary Site Plan for the (project name) was approved by the City Council of the City of O'Fallon, Illinois, on the ___ day of _____, 20__.

Mayor

Date

Attest:

City Clerk

Date

- Summary Table. The summary table shall include the following information when applicable:
 - Area of lot(s) in square feet or acres
 - Maximum gross floor areas allowed per ordinance
 - Proposed gross floor areas
 - Percentage (%) of building coverage on the lot
 - Existing Zoning of the lot(s)
 - Proposed Zoning of the lot(s)
 - Off-street parking spaces required and provided.
 - Maximum height of all buildings, proposed building height
 - Breakdown by square feet of the total site utilization by building coverage, parking, street coverage, open space and other appropriate categories
 - General time schedule for completion.
- Overlay Districts. Location of any/all overlay districts that may apply to the site (e.g. Airport Overlay District).

Site Plan (Sheet 2)

- North Arrow & Scale. A north arrow, along with graphic and written scales, must be provided.
- Property Lines. The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. For all lots, tracts and blocks indicate purpose, identification number and square footage.
- Surrounding Properties. The site plan shall show the property lines and owner name(s) of all properties within 100' of the subject property.
- Zoning and Land Use. Show existing zoning and existing land use for the project and for adjacent properties.
- Buildings and Structures. Existing and proposed building footprints, required setbacks and separations. Location, elevations and descriptive note for cluster mailboxes and trash enclosures. On adjacent properties, footprint and location of nearest buildings (existing and proposed).
- Easements. Show, identify and dimension all existing and proposed easements.
- Setbacks. Show all front, side and rear yard setbacks.
- Vehicle and Pedestrian Ways. Location and dimension for all existing and proposed curb cuts (on-site and within one hundred [100] feet, including cross streets), driveways, parking spaces, loading areas and adjacent and on-site sidewalks/trails.
- Oil & Gas. The location of all oil and gas wells on the property.

- Streets and Rights-of-Way (ROW). Show all adjoining and/or internal streets and ROWs including centerline widths, radii, curb cuts, median breaks and turning lanes. Indicate street names and ROW widths. Show typical cross section for all proposed types and conditions of streets.
- Floodplain. Show boundary of the one-hundred-year floodplain. Dashed lines must be used to show any proposed modification to drainage channels and floodplains. Show centerline of any creeks or channels.
- Lighting. Street light locations and exterior on-site lighting location, height, shielding, and proposed lighting types.
- Signs. Sign locations.
- Preliminary Landscaping. Location and identification of all existing and proposed plantings and ground covers, with a table indicating landscape symbols, general type (e.g. deciduous, coniferous, bush, etc.), size and quantity of existing and proposed plant material.
- Fence Locations. Location and identification of any required bufferyard fences.

Utility and Grading (Sheet 3)

- North Arrow & Scale. A north arrow, along with graphic and written scales, must be provided.
- Property Lines. The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. For all lots, tracts and blocks indicate purpose, identification number and square footage.
- Buildings and Structures. Existing and proposed building footprints and accessory structure footprints. On adjacent properties, footprint and location of nearest buildings (existing and proposed).
- Vehicle and Pedestrian Ways. Location and dimension for all existing and proposed curb cuts (on-site and within one hundred [100] feet, including cross streets), driveways, parking spaces, loading areas and adjacent and on-site sidewalks/trails.
- Easements. Show, identify and dimension all existing and proposed easements.
- Utilities. Show location and size of all existing and proposed utility (water, sanitary, stormwater, gas, electric, telephone, cable, etc.) lines and equipment. Site plans must show location of existing and proposed fire hydrants
- Drainage. Preliminary layout map showing method of moving storm water through the project and method of stormwater detention or retention.
- Grading. Show existing and proposed grading extending twenty (20) feet beyond the property line unless waived by the Director. One (1), two (2), or five (5) foot contour intervals may be required by the Director, depending on the site
- Floodplain. Show boundary of the one-hundred-year floodplain. Dashed lines must be used to show any proposed modification to drainage channels and floodplains. Show centerline of any creeks or channels.
- Natural Features. Show drainage channels, wooded areas and other significant natural features within the property boundary and within one hundred (100) feet adjacent thereto.



Building Elevations (Under Separate Cover)

- Format. All Full-size Architectural Elevations must be submitted as a minimum of twenty-four-inch by thirty-six-inch (24" x 36") blue or black line prints showing all required information accurately, neatly and discernibly.
- Scope. Building elevations for all sides of the building including dimensioned heights, materials, colors, location of all building lighting, rooftop equipment screening, use of the building and proposed construction type.
- Signage. Location and general design of any proposed building or wall signage.
- Secondary Structures. Elevations of any trash enclosure, fence, or accessory structures including dimensioned heights, materials, and colors.

Freestanding Sign (Under Separate Cover)

- Format. General sign design must be submitted on a minimum of 8.5" x 11" sheets at a scale showing all information accurately, neatly and discernibly.
- Dimensions. Overall sign height and width, in addition to the sign face area height and width, should be dimensioned out in feet and inches.
- Materials. Identify materials and colors to be used for the sign and sign structure.
- Lighting. Identify the method of lighting the sign (e.g. internally lit, externally uplit/downlit, etc.).
- Approval. Signage will be approved with the Preliminary Site Plan. However, a sign permit for each sign must be subsequently obtained from the Building Department prior to placing any sign on the property. All signs must comply with the provisions of Article 8: Signs, of the Code of Ordinances.

This Planned Use Checklist has been completed by:

Name: _____

Address: _____

Phone: _____

Signature of Representative

PRELIMINARY SITE PLAN CHECK SHEET

Project Name _____

City No. _____

Initial Submittal ___ Yes ___ No

Resubmission # ___

Date _____

The Preliminary Site Plan shall include the following:

| Owner | | City Review |
|--------|--|-------------|
| Y N | | Y N |
| ___ | 1. Name ad type (e.g. – Preliminary Site Plan & brief legal. | ___ |
| ___ | | ___ |
| ___ | 2. Provide names and addresses of all owners, mortgages, lien holders, plan preparer and planner. | ___ |
| ___ | | ___ |
| ___ | 3. Schedule indicating total floor area, dwelling units, land area, parking spaces, required and proposed, land use density, hours of operation of the business, and other zoning items. | ___ |
| ___ | | ___ |
| ___ | 4. Phases of development must be shown, if applicable. If the development will occur in phases, the applicant shall submit a development plan that also displays the entire development at the completion of all phases. The phased development shall have the phases clearly outlined with expected dates for beginning of construction and date of completion of construction. | ___ |
| ___ | | ___ |
| ___ | 5. Existing and proposed location of buildings, other structures and lot arrangement. | ___ |
| ___ | | ___ |
| ___ | 6. Any land areas within the 100-year floodplain. This land shall not have any construction on it. | ___ |
| ___ | | ___ |
| ___ | 7. Any land areas within an airport noise or accident potential zone. | ___ |
| ___ | | ___ |
| ___ | 8. Parking areas, drives and walks. | ___ |
| ___ | | ___ |
| ___ | 9. Screening and buffering areas, open space and other amenities. | ___ |
| ___ | | ___ |
| ___ | 10. Public streets, identifying arterials, collectors and local streets; service and loading areas; points of access to public rights-of-way. | ___ |
| ___ | | ___ |
| ___ | 11. Any existing easements. | ___ |
| ___ | | ___ |

| | | | | |
|-----|-----|---|-----|-----|
| ___ | ___ | 12. Existing and proposed water and sewer infrastructure and service connections. | ___ | ___ |
| ___ | ___ | 13. Sufficient dimensions and grades to indicate relationship between buildings, property lines, parking areas and other elements of the plan. In particular show elevation at building entrances to confirm ADA accessibility. | ___ | ___ |
| ___ | ___ | 14. Location, massing and pattern of proposed landscaping. | ___ | ___ |
| ___ | ___ | 15. Existing and proposed site drainage patterns. | ___ | ___ |
| ___ | ___ | 16. Location and size of any existing and proposed storm water collection facilities, detention/retention basins, and drainage structures, such as culverts, paved or earthen ditches, or storm water sewers and inlets. | ___ | ___ |
| ___ | ___ | 17. Existing streams and other bodies of water. | ___ | ___ |
| ___ | ___ | 18. Internal and external pedestrian and vehicular access points. | ___ | ___ |
| ___ | ___ | 19. Physical barriers (such as interstate highways). | ___ | ___ |
| ___ | ___ | 20. Proposed noise generation sources. | ___ | ___ |
| ___ | ___ | 21. An analysis of the demand for water service and discharge into the sanitary sewer receiving system. | ___ | ___ |
| ___ | ___ | 22. Any public streets within 250 feet of the property. | ___ | ___ |
| ___ | ___ | 23. Street and traffic patterns affecting the site within 250 feet of the property. | ___ | ___ |
| ___ | ___ | 24. Any drives that exist or that are proposed to the degree that they appear on plans on file with the City within 250 feet of the property. | ___ | ___ |
| ___ | ___ | 25. Any buildings that exist or are proposed to the degree that their location and size are shown on plans on file with the City. Single- and two-family residential buildings may be shown in approximate location and size and shape within 250 feet of the property. | ___ | ___ |
| ___ | ___ | 26. Surrounding uses, buildings, and adjacent properties within 250 feet of the property. | ___ | ___ |
| ___ | ___ | 27. Name and phase of subdivision, and copy of restrictive covenants, if any. | ___ | ___ |
| ___ | ___ | 28. Water lines AWWA C900 SDR 18. | ___ | ___ |

| | | | | |
|-----|-----|--|-----|-----|
| ___ | ___ | 29. Fire hydrants – painted OSHA yellow and one of the following types: Mueller Superior Centurian A 423; Kennedy Guardian K81A; Clow Medallion. | ___ | ___ |
| ___ | ___ | 30. Use gate valves for waterlines \leq 8”. | ___ | ___ |
| ___ | ___ | 31. Use butterfly valves for waterlines > 8”. | ___ | ___ |
| ___ | ___ | 32. Fire hydrants minimum 50 foot from building and must be able to reach all points of building within 400 foot of hydrant. Fire flow requirements per _____. | ___ | ___ |
| ___ | ___ | 33. Bore utilities under collector streets. | ___ | ___ |
| ___ | ___ | 34. Open cut permitted on minor streets on a case by case basis – no sand backfill, saw cut pavement, one traffic lane open at all times, minimum 7 inch asphalt patch, concrete patch, to be doweled to existing concrete pavement final patch to be placed 48-72 hours after utility is installed. | ___ | ___ |
| ___ | ___ | 35. Property lines. | ___ | ___ |
| ___ | ___ | 36. Drawing signed and sealed by an Illinois professional engineer. | ___ | ___ |
| ___ | ___ | 37. Variances are requested for this development (provide a list, description and justification for each variance requested on a separate sheet). | ___ | ___ |
| ___ | ___ | 38. Exterior building sketches of each elevation depicting the general style, size and exterior construction materials for each building type proposed. | ___ | ___ |
| ___ | ___ | 39. A narrative statement explaining the need for modification of the underlying zoning district regulations, if necessary. | ___ | ___ |

This check sheet is not intended to be an exhaustive listing of items to be reviewed by the City. It is a guide to assist with the preparation of the preliminary site plan and subsequent review by the City of O'Fallon.

COMPLETED AND SUBMITTED BY:

Signature - Engineer/Surveyor Date

Signature - Owner Date

REVIEWED BY CITY OF O'FALLON

Engineering Date

Community Development Date

Initial Submittal Date _____

PHASE I DRAINAGE REPORT CHECK SHEET

Project Name _____

City No. _____

Initial Submittal ___ Yes ___ No

Resubmission # ___

Date _____

This report will review at a conceptual level the feasibility and design characteristics of the proposed subdivision. The Phase 1 Drainage Report shall be submitted with the Preliminary Plan and shall be in accordance with the following outline and contain the applicable information and drawings listed:

| Owner | | | City Review | |
|-------|-----|---|-------------|-----|
| Y | N | | Y | N |
| ___ | ___ | 1. Project Location: Township, range, section ¼ section; City, County, State Highway and local streets showing ROW widths within and adjacent to the subdivision, or the area to be served by the drainage improvements, within ¼ mile; Names of surrounding developments, landuses, and identification of present zoning; Area in acres. | ___ | ___ |
| ___ | ___ | 2. Description of Property: Ground cover (type of trees, shrubs, vegetation, general soil conditions, topography, and slope); All drainage ways; Existing slopes and rock outcroppings; General project description. | ___ | ___ |
| ___ | ___ | 3. Existing irrigation facilities such as ditches and canals within or near project (note if still in use). | ___ | ___ |
| ___ | ___ | 4. Existing or proposed land use with approximate area breakdown and intent for complete over lot grading or other approach. | ___ | ___ |
| ___ | ___ | 5. Major Basin Description: Reference to all drainage way planning studies such as flood hazard delineation report, drainage way planning reports, and flood insurance rate maps; Existing major basin drainage characteristics; SCS Soils Classification Map. | ___ | ___ |
| ___ | ___ | 6. Sub-Basin Description: Historic drainage patterns of the property in question; Offsite drainage flow patterns from tributary areas and impact on development under existing and fully developed basin conditions as defined by the Engineering Department. | ___ | ___ |

| | | | | |
|-----|-----|--|-----|-----|
| ___ | ___ | 7. General Concept Overview: Concept and typical drainage patterns; Compliance with offsite runoff considerations; Anticipated and proposed drainage patterns; Storm water runoff quality aspects of the drainage design. | ___ | ___ |
| ___ | ___ | 8. Specific Details Overview: Drainage problems encountered and solutions at specific design points; Detention storage and outlet design (design calculations not required in this phase); Maintenance and access aspects of the design; Easements and tracts for drainage purposes; Any variances from these Regulations and justification for variance request. | ___ | ___ |
| ___ | ___ | 9. Reference all criteria, master plans, and technical information used in support of concept. | ___ | ___ |
| ___ | ___ | 10. General Location Map: A map shall be provided in sufficient detail to identify drainage patterns entering and leaving the development and general drainage patterns. The map should be at a scale of 1"=2000' and show the pat of all drainage for all basins which affect, or are affected by, the property in question. (USGS Quad Sheets are ideal for this purpose). Compliance with copyright law is the responsibility of the Consultant Engineer, from the upper end of said basins to defined major drainage ways. The map shall identify any major facilities form the property (<i>i.e.</i> , development, irrigation ditches, existing detention facilities, culverts, and storm sewers) along the flow path to the nearest drainage way. Basins and divides are to be identified and topographic contours are to be included. | ___ | ___ |
| ___ | ___ | 11. Floodplain Information: A copy of the applicable FIRM panel. 100-year floodplain boundaries shall be shown on the preliminary plat and final plat. | ___ | ___ |
| ___ | ___ | 12. Drainage Plan: Map(s) of the proposed development at a scale of 1"=20' to 1"=200' on a 24" x 36" drawing shall be included. | ___ | ___ |
| ___ | ___ | 13. Drawing showing existing (dashed lines) and, if available, proposed (solid-line) topographic contours at 2-feet maximum intervals. In terrain where the slope exceeds 15%, the maximum interval is 10-feet. The contours shall extend a minimum of 100-feet beyond the property lines, unless otherwise authorized by the Director. | ___ | ___ |
| ___ | ___ | 14. Drawing showing property lines and easements with purposes noted. | ___ | ___ |
| ___ | ___ | 15. Drawing showing all existing drainage facilities. | ___ | ___ |
| ___ | ___ | 16. Drawing showing approximate flooding limits based on available information. | ___ | ___ |
| ___ | ___ | 17. Drawing showing conceptual major drainage facilities including detention basins, storm sewers, sewers, riprap, and outlet structures in the detail consistent with the proposed development plan. | ___ | ___ |

