



Detailed Plan Checklist

Required for all planned developments (PRD-SF, PRD-MF, MXD, PCD, PID). Subsequent to all subdivision improvements being installed, a detailed plan shall be reviewed and approved by the Mayor and Council. The review fee is \$100. Applications can be made through Sages.

The plan shall include, but is not limited to, the following information:

1. Name, address & phone number of developer/owner
2. Name, address & phone number on engineer/surveyor
3. Zoning district and dwelling unit density information
4. Title, graphic scale, north arrow, and date
5. Boundaries and total area of the tract of land, as approved in the General Plan
6. Minimum standards for lot development, including building setbacks, minimum floor area, minimum lot area, amount and location of open space and/or recreation areas
7. Location of public right-of-way, easements (including type and size), buffer areas, watercourses, and conservation easements
8. Location and types of existing and proposed buildings and structures
9. Architectural elevations, including materials used on the building façade, for all sides of buildings
10. Any stipulations attached to the property at the time of zoning must be included upon the plat or with the plat submitted
11. Building setback lines: Front: Rear: Min Side: Maj Side:
12. Detailed landscaping plan that includes the following information:
 - a) Name of the project
 - b) Name of the owner and/or developer, including 24 hour contact
 - c) Location of proposed building(s) and corresponding dimensions
 - d) Spatial limits of land disturbance, clearing, grading and trenching
 - e) All required undisturbed buffers, landscape strips, landscape islands in parking lots and street trees (3" diameter hardwoods for each 30 lineal feet).
 - f) Location of all specimen trees or stands of specimen trees with an indication whether they are to be retained or removed; accurate locations are requested when the preservation of a specimen tree is questionable, or when a site design alteration is feasible
 - g) Location of all hardwood and softwood trees with a DBH > 3" to be counted toward meeting density requirements
 - h) Areas of tree protection and revegetation and all relevant tree density calculations
 - i) Specific name and location of all materials to be planted or maintained on the site
 - j) Procedures and schedules for the implementation, installation and maintenance of tree protection measures including, but not limited to, detailed drawings of protective tree fencing (both active and passive) including signage and erosion control measures
 - k) Planting and staking specifications