

Complete Plan Set: Coversheet

To be considered complete, the cover sheet should include the information below to the extent it is applicable. This is not an exhaustive list, additional items maybe required at pre-application meeting.

1	Drawing Title, Project Name and Date of Preparation and All Revisions	Example: Development Plan for Joe’s Barbeque
2	Applicant Information	Names, mailing address, phone number, email
3	Owner Information	Names, mailing address, phone number, email
4	Consultant Information	Names, mailing address, phone number, email of person responsible for plan preparation
5	Title	Use the following format: <p style="text-align: center;"><PROJECT TYPE> <i>For example: FINAL DEVELOPMENT PLAN</i></p> <p style="text-align: center;">For</p> <p style="text-align: center;"><Legal Description></p> <p style="text-align: center;">Also Known As</p> <p style="text-align: center;"><Name of Development></p>
6	Table of Contents	List all sections and pages
7	Vicinity Map	<ul style="list-style-type: none"> • North arrow • Scale not less than 1” = 1,000’ • Public streets closest to the property clearly depicted and labeled
8	Project Summary Table	Use the table format on the back of this document. Make sure to complete all fields as applicable including any other bulk standards that need specification. Zone district requirements can be found in Section 26-132 of the Community Development Code. SEE REVERSE for table format.

Land Use & Site Development Project Summary Table

Use this table for the following projects types: Conceptual Development Plan, Development Plan, Minor Modification, Floodplain Development Permit, Major Adjustment, or Minor Adjustment.

Project Summary Table			
Gross Floor Area			
Net Floor Area			
Unit Size			
Number of Units			
Zoning (existing and proposed)			
Frontage			
Use Breakdown	Description	Square Footage	# of Units
Principal Use			
Accessory Use(s)			
Standards	Zone District Requirements	Proposed	Variance? (Y/N)
Lot Area			
Lot Coverage			
Floor Area Ratio			
Overall Building Height			
Average Plate Height			
Frontage Area Height			
Front Setback			
Side Setback			
Upper Story Setback			
Rear Setback			
Second Story Intensity			
Parking			
Snow Storage			

Subdivision Project Summary Table

Use this table for the following projects types: Preliminary Plat or Final Plat.

Project Summary Table			
Gross Site Area			
% of Site Area in ROW			
Number of Lots			
Standards	Zone District Requirements	Proposed	Variance? (Y/N)
Average Lot Size			
Lot Width			
Lot Length			
Lot Coverage			
Usable Lot Area			
Average Slope			
Block Lengths			
Individual Lot Frontage			
Project Frontage			
Open Space Square Footage			

