

SECTION 3: Plan Preparation Guidelines

- A. All plans shall be drawn on uniform size sheets and drawn to scale.
- B. All site plans shall be drawn to an engineering scale of 1" = 20', 1" = 30', 1" = 40', or 1" = 50', with the scale clearly labeled and a north point clearly indicated.
- C. All architectural designs shall be drawn to a scale not less than 1/8" = 1'-0".
- D. All required plans shall be collated and stapled together into sets and shall be rolled together into a single bundle secured with a rubber band.
- E. All plans shall be clear, legible, and accurately scaled. Freehand or sketch drawings are perfectly acceptable.

SECTION 4: Contents of Concept Plans

The intent is to review schematic or early-on concept plans. The items listed below represent a suggested submittal package; starred (★) items are mandatory.

- ★ A. **Site Utilization Map:** This map shall show the location of the site, the site's environmental setting and natural features, and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project and all the following items within a 600-foot radius: all parcel lines and streets (r.o.w., improvements, and drainage facilities), locations and use of structures, adjacent access and circulation, and existing zoning and land use. The scale of this map shall not be less than 1" = 100'.
 - ★ B. **Site Plan:**
 - Title block with name, address, and phone number of the applicant and the author of the plan.
 - Vicinity Map
 - Property lines and lot dimensions
 - Building footprints and dimensions setbacks to property lines/right-of-way
 - All easements.
 - Parking areas, driveway access points, loading areas
 - Proposed land uses and parking calculations
 - Plazas and landscape areas
 - C. **Architecture**
 - Floorplans
 - Elevations
 - Roof Plans
- ★ **Mandatory Items.**