

**DETAILED DEVELOPMENT PLAN  
MINIMUM REQUIREMENTS CHECKLIST  
(Section 3.11.6 of the Zoning Ordinance/Resolution)**

The following items are required to be shown on the detailed development plan:

- 1. Name of development.
- 2. Address/location of development.
- 3. Names, addresses, and telephone numbers of developer, owner, engineer, surveyor, architect, and landscape architect.
- 4. Development summary, in tabular form, showing the following:
  - a. Area of development. For developments less than 1.25 acres, please show in square feet.
  - b. Area and percent of lot covered by impervious area.
  - c. Square footage of each building, and total square footage of buildings.
  - d. Number of units per building.
  - e. Number of dwelling units by number of bedrooms per unit (i.e., 3 two bedroom duplexes, 15 three-bedroom apartments) (for dwellings).  
**or:** Number of buildings by proposed use (i.e., retail, office, warehouse) (for commercial/industrial)
  - f. Dwelling units per gross acre (for dwellings).
  - g. Number of parking spaces required (i.e., 1.5 spaces per 1 bedroom unit, 1 space per 300 square feet of office area).
  - h. Number of parking spaces provided.
  - i. Density, floor area ratio, minimum outdoor area, living space, and recreation area ratios, if applicable.
  - j. Height of buildings and number of stories
- 5. Vicinity Map, date, scale, source of title, north arrow.
- 6. Boundary survey, area, bearings, and dimensions of all property lines.
- 7. Locating distance to the nearest street or railroad intersection (distance should be measured along the street centerline from the point opposite the property corner to the intersection of the street or railroad centerline).
- 8. Names of adjacent subdivisions and/or names of recorded owners of adjacent unsubdivided land (including across any roads, streets, interstates, rivers, streams, railroad right-of-way, etc., as well as abutting the subject property).
- 9. Names, location, arrangement and dimensions of all existing platted streets, driveways, or other public ways within or adjacent to the property (right-of-way widths and pavement widths).
- 10. Names, location, arrangement and dimensions of proposed streets and driveways or other public ways, including width of rights-of-way, parking areas and number of parking spaces (including total area of off-street parking), points of ingress and egress and sight distances of all entrances to existing streets.
- 11. Type, location, arrangement, and dimensions of all existing or proposed utility easements.
- 12. Preliminary size & location of all proposed underground utilities lines—water sewer, gas, telephone and cable television, if applicable.
- 13. Building setback lines and/or building envelopes.
- 14. Location, description, and uses of all existing principal structures (i.e., advertising signs, 1-story frame residence, 2-story office building, parking).
- 15. Height, floor area, description and arrangement of proposed buildings or structures and number of dwelling units.
- 16. When mixed uses are proposed, location and type of proposed area uses (show square footage or acreage; show type, i.e., commercial, industrial, office, residential, open space, single-family residential, duplex, 4-plex).
- 17. Location, dimensions, and arrangement of proposed parking.
- 18. Existing tree masses, significant rock outcroppings, streams, rivers, flood plains, karst features and other critical natural features.
- 19. Proposed Landscape Plan.
- 20. Existing topography.
- 21. Proposed contours.
- 22. Proposed location, area, and dimensions of recreational and/or open space areas, if applicable.
- 23. Proposed stages of development and the anticipated time required to develop each stage, if applicable.
- 24. Legend showing type of ownership (i.e., common, limited common, fee simple), if applicable.
- 25. Typical cross section of wall indicating property lines, if applicable (condominium).
- 26. Surveyor stamp. Engineer stamp (a Landscape Architect may stamp if no public improvements.)
- 27. Other requirements as required by the Planning Commission.

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\*\* All detailed development plans shall be drawn to a sufficient scale to clearly delineate the applicant's proposed use and development of the subject property. Such scale shall be indicated on the detailed development plan.