



Project Submittal Requirements for Planning/Zoning Review

- The table below lists common projects types that are organized by review level, and identifies plan sheets/information needed for submittal.
- Blue highlighted web links below reference handouts or sample plan sheets.
- Additional details regarding plan sheet/information requirements can be reviewed [here](#)
- Staff may request additional items after review of an initial submittal.
- A full sample plan set may be accessed [here](#)

COMMON PROJECT TYPES	PLAN SHEET / INFORMATION															
	App. Forms	Title Sheet	Survey	Site Plan	Staking Plan	Roof Plan	Floor Plans	Elevation Views	Cross Sections	Floor Area Calcs.	Open Space Calcs.	Grading & Drainage (When > 20 Cu. Yd.)	Landscape Plan	Lighting Plan	Fire Dept. Site Access Plan	Site and Right-of-Way Imp. Plan
Can be approved without public hearing (ministerially) under certain circumstances :																
Accessory Dwelling Unit (Attached/Detached)	✓	✓	✓	✓	if req.	✓	✓	✓	✓	✓		if req.			if req.	
Accessory Dwelling Unit (Conversion)	✓	✓		✓			✓	✓	✓	✓						
Addition <10% of existing (Not including upper level or >15' above grade)	✓	✓	✓	✓	if req.	✓	✓	✓	✓	✓		if req.				
Exterior Materials	✓	✓						✓								
Grading	✓	✓	✓	✓								✓				
Hardscape	✓	✓		✓								✓				
Landscape Improvements	✓	✓		✓									✓			
Retaining Walls	✓	✓	✓	✓	if out of grade				✓			if req.				
Revision (Construction)	✓	All Plan Sheets Affected by Proposed Revision														
Tenant Improvement	✓	✓		✓			✓	if req.								
Requires public hearing (Administrative Design Review) :																
Deck Addition	✓	✓	✓	✓	✓		✓	✓	✓	✓						
Pedestrian Entry Feature	✓	✓		✓	if in req. setback			✓				if req.				
Skylights	✓	✓			✓	✓	if req.									
Spa (pre-fab)	✓	✓	✓	✓					✓							
Requires public hearing (Design Review Board or Planning Commission) if there are nonconformities :																
Addition >10% and <50%	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		if req.	✓			
Requires public hearing (Design Review Board or Planning Commission) :																
Addition (Aggregate)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
Addition >50%, Major Remodel, or New Single Family Dwelling	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
New Multi-family (2+ units)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pool/Spa (Built-In)	✓	✓	✓	✓					✓				if req.			
Slope Stabilization/Slope Repair	✓	✓	✓	✓					✓							
Upper Level Additions or >15 ft above grade	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓			