



# NON-RESIDENTIAL PLANS DEVELOPMENT REVIEW CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## PROPERTY INFORMATION

Pre-Submittal Meeting Date: \_\_\_\_\_

Project Name: \_\_\_\_\_ Type of Plan: \_\_\_\_\_

Location: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning (if applicable): \_\_\_\_\_

Development Agreement Name / Ordinance #, if applicable: \_\_\_\_\_

## ZONING ORDINANCE REQUIREMENTS

[Zoning Ordinance.](#)

### DEVELOPMENT STANDARDS ([§2.06](#))

<b>Setbacks:</b>	Front: _____	Side: _____	Rear: _____
<b>Lot Size:</b>	Depth: _____	Width: _____	Area: _____
<b>Building Height:</b>	Stories: _____	FAR: _____	Lot Coverage: _____ %

### LAND USE ([§3.02](#))

#### Proposed Land Use:

- Yes  No Land Use Permitted in Zoning District?
- Yes  No Land Use Permitted in Overlay District?
- Yes  No Meets all Conditional Development Standards?
- Yes  No Special/Overlay District:  Preston Road  Tollway
- Yes  No Gas pumps proposed on property?
- Yes  No If Yes, Are the gas pump requirements met?
- Yes  No Any single tenant retail buildings over 70,000 sq. ft. (Big Box) proposed?
- Yes  No If Yes, has a Specific Use Permit been granted for a Big Box?

### ORIGINAL TOWN COMMERCIAL ([§2.04.04](#) & [§9.06](#))

- Yes  No For OTC, are the Downtown Architectural Design Standards met?
- Yes  No Façade Plan and Documentation Pictures Submitted?

### PROJECTS LOCATED IN THE PRESTON ROAD OVERLAY DISTRICT ([§2.05.04](#))

#### Sub-District:

- Yes  No Does use conform to Conditional Development Standards?
- Yes  No All Landscape Requirements met?
- Yes  No Is the 7% Open Space requirement met?
- Yes  No Do all buildings meet the Exterior Appearance of Buildings and Building Material and Color requirements?
- Yes  No All driveway and parking requirements met?
- Yes  No Is a slip road required?  Yes  No If Yes, Is a slip road provided?
- Yes  No All service areas, loading areas, and outdoor storage requirements met?
- Yes  No Streetscape Elements provided?
- Yes  No All Sub-District requirements met?



# NON-RESIDENTIAL PLANS – DEVELOPMENT REVIEW CHECKLIST

Yes  No Has a façade plan and sample board been provided?

## PROJECTS LOCATED IN THE TOLLWAY OVERLAY DISTRICT ([§2.05.05](#))

### Sub-District: \_\_\_\_\_

- Yes  No Does use conform to Conditional Development Standards?
- Yes  No All Landscape Requirements met?
- Yes  No Is the 7% Open Space requirement met?
- Yes  No Do all buildings meet the Exterior Appearance of Buildings requirements?
- Yes  No All driveway and parking requirements met?
- Yes  No All Screening Criteria for Utilities and Service Facilities met?
- Yes  No All Sub-District\* requirements met?  
*\*for the Historic Sub-District, refer to the OTC-Original Town Commercial district ([§2.04.04](#))*
- Yes  No Has a façade plan and sample board been provided?

## PARKING AND CIRCULATION ([§4.04](#))

Parking Spaces Required: \_\_\_\_\_ (Ratio \_\_\_\_ : \_\_\_\_\_)      Spaces Provided: \_\_\_\_\_  
 Dimension of Spaces: \_\_\_\_\_

- Yes  No Wheel Stops Used?
- Yes  No Loading Spaces provided (50,000 square feet or more)?
- Yes  No Does use require stacking?      Type/Feet/Spaces Required: \_\_\_\_\_
- Yes  No Escape lane provided for Drive-thru?
- Yes  No Is shared parking or an offsite parking easement being utilized?
- Yes  No All drive aisles in front of buildings under 300 feet long?  
If No, traffic calming, a 30-foot offset must be provided.
- Yes  No Cross access provided to adjacent properties?
- Yes  No Is the property adjacent to residential property?
- Yes  No Have the plans been coordinated with plans on adjacent properties?
- Yes  No Is a traffic impact analysis required for this development?

## SCREENING ([§4.03](#))

- Yes  No Screening Required?      Type (circle one):      B1      B2      B3      B4      B5
- Yes  No Grade Changes (Nonresidential Zoning to Residential Zoning)?  
If yes, please explain and provide resolution for site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Yes  No Other Types:
  - Loading Area
  - Open Storage
  - Other: \_\_\_\_\_
  - Dumpsters
  - Mechanical Equipment

## LIGHTING ([§4.05](#))

Yes  No Lighting requirements met?

## MAJOR CREEK ([§4.07.14](#))

- Yes  No Is the property adjacent to a major creek?
- Yes  No If yes, are requirements for development adjacent to a major creek met?



# NON-RESIDENTIAL PLANS – DEVELOPMENT REVIEW CHECKLIST

## NONRESIDENTIAL DESIGN STANDARDS ([§4.08](#))

Acreage: \_\_\_\_\_

- Yes  No Do all buildings meet the “Exterior Appearance of Buildings” requirements?
- Yes  No Pad Site Requirements met? # of Pad Sites: \_\_\_\_
- Yes  No Has a façade plan and sample board been provided?
- Yes  No Is a tree survey required?

## LANDSCAPE ([§4.02](#))

- Street Frontage Landscape Area type (circle one): S1    S2    S3    S4
- Water Resource Zone (circle one): Z1    Z2
- Façade Landscape Area (circle one): F1    F2
- Yes  No All Landscape Requirements met?

## OPEN SPACE ([§4.13.03](#))

- Yes  No Is the 7% Open Space requirement met?

## SUBDIVISION ORDINANCE REQUIREMENTS

[Subdivision Ordinance](#)

- Yes  No Are all plans in compliance with the Subdivision Ordinance?  
If they are not in compliance, please explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Yes  No Is the hike-and-bike trail delineated according to the [Hike & Bike Trail Master Plan](#)?

**I HEREBY CERTIFY THAT ALL OF THE ABOVE REQUIREMENTS HAVE BEEN MET IN THE PLANS SUBMITTED.**

\_\_\_\_\_  
Name of Owner or Project Representative (please print)

\_\_\_\_\_  
Signature of Owner or Project Representative

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address