



# 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?

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



# NON-RESIDENTIAL PLANS – DEVELOPMENT REVIEW CHECKLIST

## 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
  - Dumpsters
  - Open Storage
  - Mechanical Equipment Other: \_\_\_\_\_

## 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