



PRESUBMISSION CONFERENCE CHECKLIST

PRESUBMISSION CONFERENCE REQUEST REQUIREMENTS

Submit items below by uploading into Portal permit application.

1. A preliminary site plan including;
 - A. Locations, sizes, and uses of existing structures and proposed structures.
 - B. Proposed internal circulation plan, illustrating new and existing access points to streets, location of all driveways, fire lane if applicable, streets and roads,
 - C. Parking area layout.
 - D. Label location of existing and proposed utilities.
 - E. Existing and proposed contour lines.
 - F. Location of critical areas such as wetlands, streams, hillsides, and lakes with associated wetlands and buffers as outlined in OMC 18.32.
 - G. Proposed and existing landscaping areas.
2. Vicinity map encompassing at least one square mile and not more than 20 square miles and showing site with respect to nearby streets and other features.
3. A narrative document that describes the following details:
 - A. Project Specific
 - B. Site conditions-existing
 - C. Proposed vehicle access
 - D. Proposed utilities to serve project
 - E. Any other relevant project information
4. Calculations of the existing, proposed and total of the following:

	EXISTING	TO BE ADDED	TOTAL
Parcel Area	92,780 sq. ft.	0 sq. ft.	92,780 sq. ft.
Number of Lots	1	4	5
Occupancy Type	RES	NONE	
Number of Buildings	1	4	5
Height	15 ft.	10 ft.	25 ft.
Number of Stories Including Basement	1	1	2
Basement	0 sq. ft.	0 sq. ft.	0 sq. ft.
Ground Floor	1,500 sq. ft.	8,000 sq. ft.	9,500 sq. ft.
Second Floor	0 sq. ft.	8,000 sq. ft.	8,000 sq. ft.
Remaining Floors (number _____)	sq. ft.	sq. ft.	sq. ft.

Gross Floor Area of Building	1,500 sq. ft.	16,000 sq. ft.	17,500 sq. ft.
Landscape Area	0 sq. ft.	52,000 sq. ft.	52,000 sq. ft.
Number of Vehicular Parking Spaces	2	32	34
Number of Long Term Bike Spaces	0		
Number of Short Term Bike Spaces	0		
Total Amount of Hard Surfaces (pavement, green roofs, pervious pavement etc.)	0 sq. ft.	14,000 sq. ft.	14,000 sq. ft.
Total Impervious Surface Coverage (new and proposed)	1,500 sq. ft.	8,000 sq. ft.	9,500 sq. ft.

Upload digital submittals after application has been submitted on the portal.