



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	sq. ft.	sq. ft.	sq. ft.
Number of Lots			
Occupancy Type			
Number of Buildings			
Height	ft.	ft.	ft.
Number of Stories Including Basement			
Basement	sq. ft.	sq. ft.	sq. ft.
Ground Floor	sq. ft.	sq. ft.	sq. ft.
Second Floor	sq. ft.	sq. ft.	sq. ft.
Remaining Floors (number _____)	sq. ft.	sq. ft.	sq. ft.

Gross Floor Area of Building	sq. ft.	sq. ft.	sq. ft.
Landscape Area	sq. ft.	sq. ft.	sq. ft.
Number of Vehicular Parking Spaces			
Number of Long Term Bike Spaces			
Number of Short Term Bike Spaces			
Total Amount of Hard Surfaces <i>(pavement, green roofs, pervious pavement etc.)</i>	sq. ft.	sq. ft.	sq. ft.
Total Impervious Surface Coverage <i>(new and proposed)</i>	sq. ft.	sq. ft.	sq. ft.

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