



## Concept Plan Application Submittal Requirements

*No Concept Plan application will be accepted for review, per Section 1105.02(c) of the Planning and Zoning Code, without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Zoning Administrator*

### **Information entered into a Concept Plan Application on Viewpoint Cloud**

1. The location of the subject property;
2. A description of the proposed Concept Plan application;
3. The total number of proposed lots and/or residential units, if applicable;
4. Verification that the owner of the property or an authorized applicant is submitting the application per Section 1105.02(a) of the Planning and Zoning Code; and
5. The required application fee per Section 1105.02(f) of the Planning and Zoning Code.

### **Information uploaded to a Concept Plan Application on Viewpoint Cloud**

6. A vicinity map indicating the location of the site in the city, major roads and significant area developments;
7. A separate site plan sheet or sheets prepared by a qualified professional and drawn to scale illustrating existing site conditions including, but not limited to:
  - a) Existing public improvements, public utilities, easements, and property boundaries;
  - b) General indication of existing structures on the site and abutting properties;
  - c) Physical features and natural conditions of the site including the location of substantial tree masses and wetlands;
  - d) General topography, as shown on aerial topography or other similar source;
  - e) Existing zoning district boundaries;
  - f) Location of Special Flood Hazard Areas; and
8. A separate site plan sheet or sheets prepared by a qualified professional and drawn to scale illustrating proposed conceptual site conditions including, but not limited to:
  - a) Depiction of use areas, including open space areas, indicating the approximate acreage of each land use;
  - b) The location of any lands to be dedicated to any public agency;
  - c) The general vehicular circulation pattern on the site and access points to existing roads; and
  - d) The preliminary lot arrangement.

### **Additional Information**

9. Any other information necessary for the evaluation of the Concept Plan application as deemed necessary by the Zoning Administrator.