

Multifamily Rezone Site Plan Checklist

➤ Provide each item below. If items do not apply to your project, state so in a “Notes” section included on the site plan.

- Assessor’s parcel number, property owner’s name, address and phone number.
- A vicinity map from the nearest public road to the parcel (on or attached to the site plan).
- Show the entire parcel with dimensions and the location of any survey monuments.
- North arrow and scale (or state “Not to Scale”)
- Name and width of all existing and proposed access roadways adjacent to or within the subject parcel (indicate width of traveled way, percent of gradient, and type of roadway surface).
- Location, width and type of all existing and proposed easements.
- Direction and percent of gradient for all slopes.
- Show location of all perennial and intermittent water courses (rivers, creeks, etc.), man made or natural ponds, and wetland areas. Show distance (setbacks) from these features, structures & property lines.
- Show the location of all existing improvements, structures and buildings.
 - Identify use of all existing improvements, structures and buildings.
 - Identify the distance (setbacks) to property lines from improvements, structures and buildings.
 - Include floor area and height of all improvements, structures and buildings.
 - Identify and label existing structures/improvements that will be retained and structures/improvements that will be converted, removed or demolished.
- Show the parcel’s potential for multifamily development. This can be a conceptual plan showing how multifamily units could be situated on the site. The site plan needs to consider the following:
 - Internal driveways, turnouts and turnaround areas, and parking areas.
 - Common areas and facilities for residents (e.g., solid waste disposal and recycling).
 - If existing improvements, structures and buildings on the site will be retained, the design needs to demonstrate how the existing development will fit with the multifamily development. Will improvements be converted and repurposed? be redeveloped?
- Trees to be removed.
- Proposed grading and fill (estimate volume in cubic yards).
- Propane or kerosene storage tanks.
- Show existing emergency water facilities.
 - Location of existing hydrants and distance from closest structure.
 - Onsite emergency water storage: identify gallon capacity.