



# PLANNING + NEIGHBORHOOD SERVICES

## Land Use Review

### Sub-Surface Revocable Permit Application Requirements

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This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Please submit via the Planning Department's [online submittal system](#).

### Submittal Checklist

#### General Requirements

- [Revocable Permit Applicant and Owner Acknowledgement Form](#)
- Site Plan containing all requirements in the "Plan Content Requirements" below.

### Plan Content Requirements

All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected.

#### Legend Information

- Address of Adjacent Property
- Contact information for applicant (name, address, email and phone number)
- Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
- North arrow

#### Drawing Information

- Property lines and dimensions of adjacent property.
- Name of adjacent rights-of-way.
- Total width of all adjacent streets and alley rights-of-way.
- Location of curb, sidewalk, bus stop, bench, landscaping, fire hydrant, mailbox or object that the permitted use would impede.
- Location, type, dimension and size of the proposed private use or structure to be placed in public right-of-way.
- Location of all existing and proposed utilities and easements.
- Street cross section drawing illustrating the following:
  - Right-of way width and adjacent easements
  - Location of all surface street improvements (pavement, curb, sidewalk, etc.)
  - Vertical and horizontal location and depth of all underground gas, electric, water and/or wastewater utilities.
  - Vertical and horizontal location of proposed sub-surface use in relation to above listed utilities.