

**Submittal Requirements for Pre-Application Reviews  
 by the Development Review Committee (DRC)**

<b>Required</b>	Please use this as a checklist to assemble the materials required when submitting your pre-application in the <a href="#">Accela Citizen Access</a> (ACA) portal. The following items must be submitted in order to schedule your project for pre-application review. Please follow ALL hyperlinks. <b><u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and delay scheduling for DRC.</u></b>
<input type="checkbox"/>	<b>Instructions:</b> <ol style="list-style-type: none"> <li>1. All plans and documents <u>must</u> be uploaded in <b>PDF</b> format.</li> <li>2. A separate PDF document is required for <u>each</u> plan type (i.e., one PDF required for <b>all</b> site plan documents; one PDF for <b>all</b> elevation plans; etc.)</li> </ol>
<input type="checkbox"/>	<b>Complete Application in <a href="#">ACA</a> portal.</b> Choose <b><u>“Pre-Application Meeting”</u></b> <ul style="list-style-type: none"> <li>◆ Pay <b>Fee</b> (online payment by credit card only). Fees are updated annually on July 1<sup>st</sup>.</li> </ul>
<input type="checkbox"/>	<b><a href="#">Operational Statement</a> /Project Narrative</b> *Please note any known prior/previous approvals for project/property (application #)
<input type="checkbox"/>	<b>Project Site Plan (PDF, uploaded into the system)</b> Site Plan drawing shall detail the proposal and be to scale and dimensioned (see below).
<input type="checkbox"/>	<b><i>If applicable to project: Building Elevations, Floor Plans, Site Photographs</i></b>
<input type="checkbox"/>	<b>All Plans need to include the following:</b> <ul style="list-style-type: none"> <li>◆ Scale of drawing (Engineering/Architectural scale) (Site Plan at 1” = 30’ Scale)</li> <li>◆ North arrow</li> <li>◆ Vicinity map</li> <li>◆ Adjacent existing &amp; proposed streets &amp; names of each street, dimensioned to show width &amp; distance from centerlines.</li> <li>◆ Points of vehicular &amp; pedestrian access</li> <li>◆ All property lines &amp; their dimensions</li> <li>◆ All existing &amp; proposed buildings &amp; their dimensions including setbacks from property lines</li> <li>◆ All existing &amp; proposed paved surfaces, including walkways, driveways, patio slabs, etc.</li> <li>◆ All existing &amp; proposed drive aisles, parking spaces, &amp; loading areas &amp; dimensions</li> <li>◆ All existing &amp; proposed landscape areas</li> <li>◆ Any existing off-site improvements (i.e., curbs, gutters, sidewalks, utility boxes, streetlights, vaults, driveway approaches, fire hydrants, drain outlets, etc.)</li> <li>◆ All trash enclosures &amp; recycling facility locations</li> <li>◆ Show location of nearest building on abutting lots with edge lines &amp; use</li> </ul>