



# PLANNING + NEIGHBORHOOD SERVICES

## Land Use Review

### 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

Include the details below on a site plan

#### 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.
- Dimensions of area to include length, width and height (if applicable).
- Distance from neighboring driveway, street corners, and stop signs.
- Elevation drawing of any proposed structure to be placed within the public right-of-way.

- An approved and stamped architectural or civil engineer set of drawings for an encroachment that physically attaches to an existing building, i.e. awning, sign, balcony, etc. The drawing must indicate how the encroachment will be attached to the building, for example bolted, welded, cantilevered, etc.