

SUBMITTAL CHECKLIST

Item	Check Off	Description
Plan Set 1		ONE (1) 24"x36" (maximum size) and SIX (6) 11"x17" BLACKLINE copies of the drawings specified below.
Plant Set 2		ONE (1) 24"x36" set and ONE (1) 8 ½"x11" set of colored exterior elevations illustrating all sides of the structure(s).
Site 1		Site Plan drawn to scale of not less than 1" = 30'.
Site 2		Existing and planned final contour grades and location of all improvements.
Site 3		Structures, walks, patios, driveways, parking, fences and walls, utilities and easements.
Site 4		Existing and finished grades – also at lot corners and at corners of proposed improvements.
Site 5		Lot drainage provisions, including cut and fill details, if any appreciable change in the lot contours is contemplated.
Site 6		Screening, including size, location, method and identification of objects to be screened or reasons for screening.
Site 7		Utility connections, including locations and screening, if necessary.
Site 8		Exterior illumination, including location, method, fixtures, heights and photometrics.
Site 9		Fire hydrant locations.
Site 10		Location of all improvements that may occur in future development phases.
Site 11		All site data and dimensions.
Elevations 1		Project, at scale not less than 1/16" = 1'.

Elevations 2		Building heights to the highest point.
Elevations 3		Locations of all proposed building-mounted signage (shown to scale) – may be submitted after commencement of construction, if desired.
Elevations 4		Samples of exterior materials, colors, textures, shapes and descriptions of materials to be used (submission of a <i>material board</i> is highly recommended).
Landscape 1		Project, at scale not less than 1" = 30'.
Landscape 2		All structures, walkways, fences and walls, elevation changes, irrigation systems, vegetation and ground cover, with size, type, location and spacing of plant materials.
Landscape 3		Interim landscaping for future site development areas, if any.
Floor plan 1		Project, at scale not less than 1/8" = 1'.
Floor Plan 2		All existing and new construction.
Signage 1		Scaled illustrations, including size, shape, type, color, materials, lighting, etc.
Signage 2		Site plan and elevation showing proposed locations.
Other 1		Description of proposed operations, work shift hours and the estimated maximum number of employees per work shift.
Other 2		Listing of hazardous materials that may be used or stored on-site, during and after construction.