



## MEMORANDUM

To: City Planning Commission Ordinance Revisions Committee (ORC)

FROM: Brett Lenart, Planning Manager

DATE: November 25, 2025

SUBJECT: Amendments to Chapter 55 (UDC) Related to Site Plan Approval Authority and Content

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This memorandum initiates another set of potential UDC amendments that originate from resolutions adopted by City Council in April of 2024. There are no specific ordinance changes here, rather questions/approaches that staff seek ORC feedback to help shape the approach forward.

### BACKGROUND:

On December 18, 2023, the Administrator's Office provided to the Council a report titled *A New Approach to Economic Development*, wherein a series of reforms to the city's economic development and land development processes were recommended to the Council. The report was the result of more than a year of work directed by the Economic Development Corporation of Ann Arbor with support from members of Council to examine how the city could become more effective and efficient at pursuing economic development initiatives.

The report can be found at the following link:

<https://a2gov.legistar.com/LegislationDetail.aspx?ID=6455353&GUID=9953264D-8091-454D-8178-7E569BF0A22C>

Council endorsed the findings of *A New Approach to Economic Development* and directed the City Administrator to implement certain recommendations provided in the report through four resolutions adopted on April 1, 2024.

- R-24-108 Resolution Directing Economic Development Priorities – Focused on creating an economic development office.
- **R-24-109 Resolution to Direct City Administrator to Implement New Processes and Programs for Housing Development at all Income Levels to Support Housing Affordability – Focused on improving efficiency and alleviating burdens in the land development process.**
- R-24-110 Resolution to Direct the City Administrator to Implement New Processes and Programs to Support Sustainability in the Built Environment – Focused on strategies for supporting sustainability in the built environment.
- R-24-111 Resolution to Direct the City Administrator to Implement New Processes and Programs to Support Placemaking and Tax Base Improvements – Focused on supporting place-making and tax base improvements.

R-24-109 included 13 measures intended to alleviate any undue burden on the land development that may be caused by city inefficiency. Numerous of these recommendations have previously been addressed including modifications to the citizen participation ordinance, modifications to public hearing requirements, modifications to the design review process, improving the right-of-way vacation process, and other notification requirements. This report addresses the following items identified in the resolution (numbers correspond to the original resolution):

1. The city council directs the separation of the site plan and land improvement, or civil plan, processes as much as is feasible, with the following guidance:
  - a. The site plan requirements shall be amended to significantly lower the amount of engineering plans that are required for submission as part of the site plan approval process;
  - b. To a greater degree than is done at present, planning staff should bring site plans forward to the Planning Commission when the city's review has progressed to the point where civil plan review is unlikely to cause major revision to the site plan;
  - c. Planning Commission should approve site plans with conditions, if necessary, rather than denying or delaying site plans to accommodate civil plan review;
  - d. Pursue modifications to the Unified Development Code that expand the categories and scope of site plan modifications that may be considered with Planning Manager Approval.
3. Modify the Unified Development Code to expand the categories and extent of development that do not require site plan review and the corresponding site improvements (i.e. traffic safety, stormwater system, solid waste standards).
4. Pursue amendments to the Approval Matrix for site plans in the UDC so that more site plan work may be approved by staff, including changing the threshold for what size of projects require a site plan, or what size of projects require approval by the Planning Commission;

Through these directives from the City Council, there are connections to numerous aspects of the City code including applicability of development standards, the approving body specifications, and required plan information. This is intended to be a first step toward considering these aspects toward meeting the outcomes specified last year.

## **DISCUSSION:**

### Applicability

In approaching number 3 above, it begins with an understanding of which site improvements are required depending on scope of work. Notably, while the UDC was adopted in 2018 to reformat and organize the City's regulatory framework into a more modern and usable document, much of the content remains based on a zoning ordinance that, although updates have been made,

has not substantively changed since it was conceived in the 1960s. As a result of this evolution, the development standards in the UDC feature different triggers that mandate compliance. A summary of these standards is provided in Attachment A.

#### ORC Applicability Questions:

1. Is there a usability/education benefit to apply more consistent triggers or thresholds to these development standards?
2. Once a standard is evaluated, at times it requires relative applicability (e.g. EV parking is only necessary for new parking spaces; Outdoor lighting applies to the entirety of a site, regardless of scale of development extent or impact). Despite differing standards, should the ordinance contemplate similar applicability to the development standards for more consistent application?

#### Approving Body Standards

For directives 1d, 3, and 4 above, a logical place to start is consideration of Table 5.29-1 of the UDC which defines which type of development requires a site plan review, and what the approving body is for a site plan, depending on the scope of work. The current table is provided in Attachment B.

Since modifications in 2021, numerous site plans continue to proceed to the Planning Commission. Nonetheless, the City Council has directed that we consider further steps to reduce the scope of work and type of work that proceeds beyond administrative approval at the City.

#### ORC Approving Body Questions:

1. Considering the current requirements, how could ordinance amendments be developed and analyzed to move more categories of development into administrative approval:
  - a. Consider current categories of development and the corresponding approving bodies?
  - b. Consider moving all permitted use site plans to administrative approval?
  - c. Consider a broader redefinition of categories (i.e. the leftmost column) and whether they represent the attributes or questions that are appropriate to consider given the City's goals and priorities of today?

#### Required Plan Information

1a, 1b, and 1c in the background section relate to the information that is required at the time of site plan submission, review, and adoption. Over history, the City's ordinances have generally evolved to add more detail to plans to provide City staff, the Planning Commission, and City Council with detailed understanding of the proposed development under consideration. This comes with a higher degree of certainty that the proposed plan will be realized in the form it is originally presented and approved. At the same time, this requires a higher degree of initial cost investment by property owners at all scales of development, before the realization of an entitled development plan. While the City Council resolution focuses on engineering plans, we suggest this approach take a comprehensive look at all of the site plan information requirements.

Required Plan Questions:

- Prepared by: Brett Lenart, Planning Manager  
Reviewed by: Alexis DiLeo, Principal Planner

Attachments: UDC Applicability Sections  
UDC Table 5-29-1 Approving Bodies  
Site Plan Information Checklist

Attachment A: Applicability Sections

<b>UDC Regulations and Standards Applicability – Summarized (11<sup>th</sup> Edition)</b>		
<b>Article III</b>	<b>Use Regulations</b>	<b>Applicability</b>
Section 5.15	Permitted Use Tables	No specific section/subsection Immediately and always, but see also Nonconforming Uses
Section 5.16	Use Specific Standards	No specific section/subsection Immediately and always, but see also Nonconforming Uses
<b>Article IV</b>	<b>Development Standards</b>	
Section 5.17	Area, Height and Placement Regulations	No specific section/subsection Immediately and always, but see also Nonconforming Lots and Nonconforming Structures
Section 5.18	Special Dimensional and Site Layout Standards	No specific section/subsection Immediately and always, but see also Nonconforming Lots and Nonconforming Structures
Section 5.19	Parking Standards	5.19.1 Applicability A. Use of parking immediately and always applicable B. Bike parking spaces applicable with new buildings, new floor area, use changes to higher class C. Vehicle parking spaces applicable with new buildings, new floor area D. EV spaces applicable with new parking spaces
Section 5.20	Landscaping, Screening and Buffering	5.20.2 Applicability A. When site plan required B. When expense of construction is high enough C. When shared driveway is proposed
Section 5.21	Streets and Access	5.21.1 Applicability A. With site plan approval B. With issuance of CO
Section 5.22	Stormwater Management and Soil Erosion	5.22.1.B Applicability [Stormwater] A. With any site plan [then variable based on how much impervious surface is proposed] B. With grading permit when no site plan required
Section 5.23	Natural Features	No specific section/subsections But see development activity table 5.29-1, which requires site plan when natural feature impacts proposed.
Section 5.24	Signs	5.24.1 Applicability Immediately and always
Section 5.25	Outdoor Lighting	5.25.2 Applicability Immediately and always, with a few exceptions
Section 5.26	Fences	5.26.1 Applicability Immediately and always

**Attachment B – Site Plan Review Approving Body Table**

**E. Conditions**

1. Reasonable conditions may be imposed upon approval of a *special exception use* to reduce any detrimental effect to a minimum.
2. The conditions may include conditions necessary to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity; to protect the natural environment and conserve natural resources and energy; to ensure compatibility with adjacent uses of land; and to promote the use of land in a socially and economically desirable manner.
3. Conditions imposed with respect to the approval of a land use or activity shall be recorded in the record of the approval action, shall become part of the site plan, and shall remain unchanged except upon mutual consent of the Planning Commission and the land owner after a public hearing that meets the notification requirements established in Section 5.29.5B.
4. The Planning Commission shall maintain a record of the conditions that are changed.

**F. Activation and Continued Operation**

Any *special exception use* approval pursuant to this Section 5.29.5 must be activated within three years of the date of approval. If the use is activated within this period, the approval shall continue in force so long as the particular use or activity continues to operate as approved on the approved *site*, unless otherwise specified in the Planning Commission approval.

**G. Lapsing**

When a use approved and activated under this Section 5.29.5 or existing on August 18, 1983, ceases to function or is abandoned for a period of 24 months, the *special exception use* status shall lapse and shall no longer be in effect. A 12-month extension to the 24-month period may be approved by the Planning Commission if:

1. The *applicant* requests the extension within 24 months of the date on which the date on which the use ceased to function or was abandoned.
2. The active use of the property is anticipated to re-start within 12 months of the request for extension.
3. The anticipated active use of the property will comply with all of the criteria applicable to the initial approval of the *special exception use* that has ceased to function or been abandoned.

**5.29.6 Site Plans****A. Applicability and Approving Body**

1. Table 5.29-1 establishes the combination of use and *development* activity for which an approved site plan shall be required before applicable permits are issued to construct, install, or place any *building, structure*, or

site improvement, or removal or disturbance of any *natural feature*, in accordance with the requirements and standards in this chapter.

2. Any *development* activity not included in Table 5.29-1 below shall be conducted through applicable City permits and regulations without the necessity of a site plan.

**TABLE 5.29-1: REQUIRED APPROVALS FOR DEVELOPMENT ACTIVITIES BY LAND USE**

Required approval is determined by the land use and development activity. See bottom for key.

DEVELOPMENT ACTIVITY	LAND USE			
	RESIDENTIAL 1-4 DWELLING UNITS	RESIDENTIAL 5 OR 6 DWELLING UNITS	RESIDENTIAL 7 OR MORE DWELLING UNITS	ALL OTHER USES [2]
<b>ZONING/SPECIAL EXCEPTION USE ACTIONS</b>				
Any site plan, area plan, or conceptual PUD plan accompanying a rezoning petition	C	C	C	C
Any site plan accompanying a special exception use petition				P
<b>EXISTING BUILDING WORK/MODIFICATIONS</b>				
<b>Existing Buildings</b>				
Additions more than 300 square feet up to 10,000 square feet and less than 10% of the existing <i>floor area</i>		M	M	M
Additions more than 10,000 square feet, or greater than 10% of the existing <i>floor area</i>		M	P	P
<b>New Buildings (Principal) and Structures</b>				
New residential <i>building(s)</i> in Residential Zoning Districts		M	P	
New residential <i>building(s)</i> in Mixed-Use or Special Purpose Zoning Districts	P	P	P	
New mixed-use or nonresidential <i>building(s)</i>				P
<i>Wireless communications tower</i> construction or replacement				P
<b>Accessory Buildings and Structures</b>				
Any <i>accessory building, structure, canopy</i> , equipment or similar <i>structure</i> greater than 300 square feet not specifically listed below.		M	M	P
Deck, patio, plaza, or combinations of these, up to 1,000 square feet		M	M	M
Deck, patio, plaza, or combinations of these, greater than 1,000 square feet		M	P	P
<i>Outdoor storage</i> area				P
<b>OTHER SITE IMPROVEMENTS</b>				
<b>Sidewalks</b>				
Removal of installed sidewalks		M	P	P
<b>Parking Spaces and Parking Lots</b>				



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DEVELOPMENT ACTIVITY	LAND USE			
	RESIDENTIAL 1-4 DWELLING UNITS	RESIDENTIAL 5 OR 6 DWELLING UNITS	RESIDENTIAL 7 OR MORE DWELLING UNITS	ALL OTHER USES [2]
Rearrangement or reconfiguration of <i>parking stalls</i> and aisles within the existing limits of <i>vehicular use area</i>		M	M	M
Paving an existing <i>parking lot</i> , increasing the area in square feet of <i>vehicular use area</i>		M	P	P
Construction of new, or relocation of existing, access road or <i>driveway</i>		M	P	P
Construction of new private street		M	P	P
<b>Natural Features</b>				
Removal or disturbance of any <i>natural feature</i>		M	M	M
<b>Site Plan Revisions, Extensions, Administrative Actions</b>				
Landscape Plan: Change of location or type of landscape or screening materials. Where more landscaping area or materials are shown than required by Section 5.20, these elements may be reduced by no more than 20% of the additional amount originally approved.		M	M	M
<i>Natural Features</i> Mitigation: Change in species or placement of plant materials included in an approved <i>natural features</i> mitigation plan, as long as there is no net reduction in plant material or area and the change meets the intent of the approved <i>natural features</i> mitigation plan		M	M	M
<i>Natural Features</i> Protection: Substitution of areas to be preserved on a <i>natural features</i> protection plan, as long as there is no net loss of preserved area, the cumulative area to be changed does not exceed 250 square feet of the original preserved area on the approved protection plan		M	M	M
<i>Natural Features</i> Mitigation or Protection: Any other modification(s) to an approved <i>natural features</i> mitigation plan or protection plan not listed in this table.		M	P	P
Phase Lines: Adding or changing phase lines on a site plan		M	M	M
Extension: Extending a valid site plan approval for periods up to two years, if the approval is requested prior to the expiration of the site plan and if the plan is in compliance with current standards and regulations.		M	M	M
Revisions: Moving a <i>building</i> placement up to ten feet (before or during construction)		M	M	M
Revisions: Moving a <i>building</i> placement more than ten feet (before or during construction)		M	P	P

**TABLE 5.29-1: REQUIRED APPROVALS FOR DEVELOPMENT ACTIVITIES BY LAND USE**

Required approval is determined by the land use and development activity. See bottom for key.

DEVELOPMENT ACTIVITY	LAND USE			
	RESIDENTIAL 1-4 DWELLING UNITS	RESIDENTIAL 5 OR 6 DWELLING UNITS	RESIDENTIAL 7 OR MORE DWELLING UNITS	ALL OTHER USES [2]
Revisions: Relocation or addition of up to 50% of the approved <i>stormwater management system</i>		M	M	M
Revisions: Relocation or addition of 50% or more of the approved <i>stormwater management system</i>		M	P	P
Revisions: Addition or reconfiguration of sidewalks (before or during construction)		M	M	M

**Key:**

M = Site Plan for Planning Manager approval required

P = Site Plan for Planning Commission approval required

C = Site Plan for City Council approval required

Blank = Site Plan approval not required (all other development standards, requirements and procedures still applicable)[1]

**Footnotes:**[1] No site plan required; however, this does not exempt the *development* activity from any required permits or corresponding code requirements.

[2] All Other Uses: e.g. Group Housing, Mixed-Use, Nonresidential, Special Purpose

[3] See Section 5.16.6N for requirements for *solar energy systems* as *accessory structures*.

Ordinance No. ORD-24-20, November 10, 2024.

**B. Approval Procedures****1. Application****a. Step 1 Concept Meetings**

When a site plan application, the *applicant* may meet with the Planning Manager to review applicable procedures and development standards, such as required site plan information, the appropriate approving body, the type of community participation.

**b. Step 2 Pre-Submission Meeting**

Before submitting a site plan application, the *applicant* shall contact the Planning Manager to schedule a pre-submission meeting to review the full proposed site plan and related application materials for completeness. City staff may provide the *applicant* with comments regarding compliance with applicable regulations or additional information that may be required for review. A pre-submittal meeting fee may be established by the City Council.

**c. Step 3 Submission**

To initiate a formal review of a site plan application, all materials

## **Attachment C – Site Plan Information Checklist**



# Site Plan Review Checklist

## City of Ann Arbor Planning Services

Phone: 734.794.6265

Email: [planning@a2gov.org](mailto:planning@a2gov.org)

After an initial concept meeting with staff, a site plan must be prepared, and a pre-submission meeting should be scheduled. Use this checklist when preparing a site plan for City Council approval, a site plan for Planning Commission approval, a PUD site plan, or site plan for administrative approval. To determine what kind of approval is required, please refer to Table 5.29-1 in the Unified Development Code.

Exceptions may be allowed when the site plan is associated with a special exception use. Consult with planning staff to determine if it would be acceptable to omit some of the required site plan information.

This checklist is based primarily on the requirements of Section 5.29.8 in the [Unified Development Code](#) (UDC), as well as the [2024 Ann Arbor Standard Specifications Manual](#), the [Ann Arbor Moving Together Towards Vision Zero Comprehensive Plan](#), [A<sup>2</sup> Zero Sustainability Guidelines](#), the Downtown Development Authority (DDA) [Street Design Manual](#), and the 2023 Institute of Transportation Engineers' Multimodal Transportation Impact Analyses for Site Development (ITE). When in doubt, please refer to the UDC directly for required information.

Get early feedback and familiarize staff with your project by filling out our Concept Meeting Request Form at [www.a2gov.org/planconcept](http://www.a2gov.org/planconcept). Once you have an assigned planner and initial feedback, submit an application for "Pre-Submission Meeting - Planning Department" in [STREAM](#) about two weeks before the meeting is desired. This gives us time to align calendars. The pre-submittal meeting should be held with enough time before the filing deadline so that changes can be made if needed. At least one week before the deadline is strongly recommended. **Include a completed version of this checklist and at least one copy of the proposed site plan in your PRESUB application in STREAM prior to your meeting.**

**Petition Name:** \_\_\_\_\_

**Pre-submission Meeting Date:** \_\_\_\_\_

### Site Plan Type (check one):

- ☐ Site Plan for City Council Approval
- ☐ Site Plan for Planning Commission Approval
- ☐ Site Plan for Planning Manager Approval
- ☐ PUD Site Plan

### Site Plan Modifiers (check all that apply):

- ☐ Landscape Modifications
- ☐ Special Exception Use Petition
- ☐ Annexation Petition
- ☐ Rezoning Petition

### Special Characteristics (check all that apply):

- ☐ Natural Features Buffer disturbance proposed
- ☐ Wetland Use Permit included
- ☐ Site in Floodplain Management Overlay District
- ☐ Brownfield Application submitted
- ☐ Is the site in a Historic District?
  - ☐ Certificate of Appropriateness from the Historic District Commission (HDC) has **not** yet been received
  - ☐ Certificate of Appropriateness from HDC was received on: \_\_\_\_\_
- ☐ Layout requires a variance to be granted by the Zoning Board of Appeals (ZBA)
  - ☐ A ZBA variance was granted for the site on: \_\_\_\_\_

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
<b>General Requirements for Submittals</b>		
Horizontal reference to State Plane Coordinate System for all plans	UDC 5.29.8.B.2 & Engineering procedure	
Vertical reference to NAVD 88 datum for all plans	Standard Specs, Article 1 Section XIII.A.4.d	
Callouts are not used anywhere in the plans, labels and descriptions should point directly to the items they describe	Engineering procedure	
All existing features shown in a lighter line weight than proposed features	Engineering procedure	
A legend is provided on each applicable plan sheet showing only the symbols that appear in the plan set	Engineering procedure	
List all on-site trees in an excel document and upload to STREAM; see Tree Inventory Template on the <a href="#">Ann Arbor Development Review website</a> for required information	Urban Forestry procedure	<input type="checkbox"/>
Right-of-way lines are labeled and shown on both sides of the street beyond the subject parcel, and street names and right-of-way width are labeled on all plan sheets	Engineering procedure	
All viewports have been deleted from the CAD drawings before they are saved as PDF's and submitted for review in STREAM	Engineering procedure	
Parcel lines, address, and parcel numbers are shown and labeled on all parcels shown on plan sheets	Engineering procedure	
Right-of-way lines are labeled and shown on both sides of the street beyond the subject parcel, and street names and right-of-way width are labeled on all plan sheets	Engineering procedure	<input type="checkbox"/>
All existing and proposed easements are shown, dimensioned, and labeled with their liber, page, and purpose	Engineering procedure	<input type="checkbox"/>
Calculated and paid canopy loss fee for any proposed tree removals; see the City of Ann Arbor <a href="#">Forestry website</a> for latest Canopy Loss Fee Rate	City Council - Public Service Fee	
<b>Cover Sheet</b>	<b>UDC 5.29.8.A</b>	
Project name, address, and location	UDC 5.29.8.A.1	
Applicant and agent information, including name, address, and contact information. If applicant is not landowner, also provide an owner letter of authorization	UDC 5.29.8.A.2	
Statement of interest in the land	UDC 5.29.8.A.3	
Vicinity map identifying location of the site within the city	UDC 5.29.8.A.4	
North indicator (pointing up or to the left) and a drawing scale in bar graph form	UDC 5.29.8.A.5	
Legal description of the site	UDC 5.29.8.A.6	
Sheet index and date of plan set	UDC 5.29.8.A.7	
Identification of associated applications or special circumstances associated with the application that require additional procedures or specific approvals	UDC 5.29.8.A.8.a	<input type="checkbox"/>
Proposed development program	UDC 5.29.8.A.8.b	

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
Community analysis	UDC 5.29.8.A.8.c	
Comparison chart of requirements between existing and proposed conditions	UDC 5.29.8.A.8.d	
<b>Existing Conditions Plan</b>	<b>UDC 5.29.8.B</b>	
Existing and proposed contours	UDC 5.29.8.B.2	
<b>ALTA Land Survey</b>	<b>UDC 5.29.8.B.1</b>	
<b>Dimensional Layout Plan</b>	<b>UDC 5.29.8.D</b>	
Existing and proposed lot lines, yards, and building footprints	UDC 5.29.8.D.1 through 5.29.8.D.3	
Minimum and maximum required setback lines	UDC 5.29.8.D.2	
Identify vehicle parking spaces, aisles, driveways, any “no parking areas” or fire lanes, bicycle parking, as well as existing and proposed curb cuts	UDC 5.29.8.D.4 through 5.29.8.D.6	
Proposed open space, active open space, natural features buffer, and conflicting land use buffer	UDC 5.29.8.D.8 through 5.29.8.D.10	
Perspective sketch of building showing street wall height and offset, if applicable	UDC 5.29.8.D.11	
<b>Natural Features Plan</b>	<b>UDC 5.29.8.F</b>	
Location and description of all natural features	UDC 5.29.8.F.1	
Natural features buffer boundary with impacts identified	UDC 5.29.8.F.2	
Justification for any activity within the natural features buffer	UDC 5.29.8.F.3	
Protection measures for any natural feature that will remain undisturbed	UDC 5.29.8.F.4	
Identification of all natural features to be impacted or removed	UDC 5.29.8.F.5	
Alternatives analysis for any natural feature to be impacted	UDC 5.29.8.F.6	
Proposed mitigation measures for any natural feature to be impacted	UDC 5.29.8.F.7	
If floodplain is proposed for disturbance, provide information required by UDC 5.29.1.D	UDC 5.14.2.G.2	
If wetland is proposed for disturbance, provide information required by UDC 5.29.4	UDC 5.23.9	
<b>Overlay of Dimensional Layout Plan &amp; Natural Features Plan</b>	<b>UDC 5.29.8.G</b>	
<b>Landscape Plan</b>	<b>UDC 5.29.8.H</b>	
List location, size and species of existing trees, vegetation, and natural features, including a list of Landmark Trees as defined by UDC Section 5.23.6	UDC 5.29.8.H.1	
Location of light poles, solid waste enclosures, mechanical equipment and hydrants	UDC 5.29.8.H.2	
Limits and size of vehicular use area	UDC 5.29.8.H.3	
Proposed location of required landscaping, screening and buffers, street trees and plantings	UDC 5.29.8.H.4	
Table of existing, required, and proposed vehicular use areas, interior landscape islands, right-of-way screenings, conflicting land use buffers, and street tree plantings	UDC 5.29.8.H.5	
Sight triangles are shown	Standard Specs, Article 5 Section I.B.8.a	
List of proposed plants	UDC 5.29.8.H.6	

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
Notation of requested modifications, if any	UDC 5.29.8.H.7	
Planting and staking details	UDC 5.29.8.H.8	
Specification for treatment of compacted soil on the entire site	UDC 5.29.8.H.9	
Specification for planting media in landscape area	UDC 5.29.8.H.10	
Irrigation plan or water outlets	UDC 5.29.8.H.11	
Landscape maintenance program	UDC 5.29.8.H.12	
Identify snow storage area	UDC 5.29.8.H.13	
Show berms, retaining walls, screen walls, fences, tree wells, culverts, and any other construction detail necessary to resolve specific site conditions	UDC 5.29.8.H.14	
A six-foot high opaque wall or fence surrounding the outside storage area of the containers, carts, and dumpsters (not required for single-family or two-family dwellings)	UDC 5.20.6.A	
Buffering required for outside storage areas visible from a public right-of way (excluding an Alley, adjacent to a public park, or adjacent to Residential Zoning District; not required for single-family or two-family dwellings); buffering must meet following requirements:	UDC 5.20.6.B	
<i>Buffer strip at least 15 feet in width</i>		
<i>One tree for each 15 feet, spaced between 15 feet and 30 feet apart, where at least 50% of the trees are evergreen</i>		
<b>Utility Plan</b>	<b>UDC 5.29.8.I</b>	
Public water, sanitary sewer, storm sewer main and leads – existing and proposed, including invert elevations	UDC 5.29.8.I.1	
Location of existing and proposed fire hydrants (including hose lay radius and finished grade-ring elevations), fire department connections (FDC) to buildings, firewalls, and Knox box, if applicable. Include top-of-casting elevations.	UDC 5.29.8.I.2	
All fire hydrants located at least 15 feet away from all structures	Standard Specs, Article 3 Section I.B.11.d	
If no firewalls, provide notation that none are existing or proposed	UDC 5.29.8.I.6	
Location and dimension of existing and proposed public utility easements labeled with liber, page number, and a statement of purpose	UDC 5.29.8.I.3 through 5.29.8.I.4	
Ensure all public utility easements are free of any existing or proposed structures	Standard Specs, Article 1 Section VI.B	
Sanitary sewer flow mitigation calculations ( <a href="#">Sample Calculations provided by Department of Engineering</a> )	UDC 5.29.8.I.5	
Only final grade contour lines and final spot elevations are shown	Engineering procedure	
Does a single utility require two or more utility plan sheets? If yes, provide an overall utility plan with 1" = 100' or other approved scale	Standard Specs, Article 1 Section III.B.1.a	
<b>Grading and Soil Erosion Control and Storm Water Management Plan</b>	<b>UDC 5.29.8.J</b>	
Soil investigation report	UDC 5.29.8.J.2	
Topography at 2-foot intervals – existing and proposed	UDC 5.29.8.J.3	

REQUIRED SITE PLAN INFORMATION	REQUIRED BY	PROVIDED
Existing and proposed structures and natural features	UDC 5.29.8.J.4	
Proposed temporary and permanent Soil Erosion and Sedimentation Control (SESC) measures	UDC 5.29.8.J.5	
Plans, section and construction quality details of all SESC measures	UDC 5.29.8.J.6	
Estimated total cost of required controls during construction	UDC 5.29.8.J.7	
Estimated total cost of protecting exposed soil surfaces from erosion should construction discontinue	UDC 5.29.8.J.8	
Estimated quantity of excavation and fill	UDC 5.29.8.J.9	
Amount of existing and proposed impervious area	UDC 5.29.8.J.10	
Is a Stormwater Management System required? Reference UDC Section 5.22.2 for more details. If yes, provide computations and design of the Stormwater Management System	UDC 5.29.8.J.11	
Construction sequence, including schedule of SESC measures	UDC 5.29.8.J.12 & Standard Specs Soil Erosion Details (Article 12, SD-SESC-7)	
Continuous maintenance plans for all permanent SESC measures	UDC 5.29.8.J.13	
<b>Massing and Architectural Plans</b>	<b>UDC 5.29.8.K</b>	
Dimensioned floor plans identifying areas excluded from floor area and FAR calculations	UDC 5.29.8.K.1	
Vertical sections of existing and proposed elevations	UDC 5.29.8.K.2	
Dimensioned architectural design and labeled material details	UDC 5.29.8.K.3	
Perspective renderings	UDC 5.29.8.K.4	
<b>Photometric Plan</b>	<b>UDC 5.29.8.L</b>	
Location, type, and details of proposed lighting fixtures, ensuring all fixtures conform to UDC 5.25 standards	UDC 5.29.8.L.1	
Photometric diagram of lighting levels	UDC 5.29.8.L.2	



## ADDITIONAL REQUIREMENTS

### Community Participation – Check whether Type 1 or Type 2 is required per UDC Section 5.28.4

Type 1		Type 2	
Type 1 Community Participation is required for any development activity that requires a public hearing, such as rezonings, PUD projects, SEU proposals, or any project that is determined to require additional community participation as determined by the Planning Manager ( <i>UDC 5.28.4.B.1</i> ).		Type 2 Community Participation is required for any development activity that requires site plan approval but is not a Type 1 project and thus does not require a public hearing ( <i>UDC.5.28.4.C</i> ).	
<p>A Community Participation meeting shall be held within 45 days after the application has been accepted for review by the City (<i>UDC 5.28.4.B.2.d</i>).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All property owners, addresses, and registered neighborhood groups within 1,000 feet of the proposed project site must be invited by mailed notice at least 15 days prior to the meeting. Address labels and invitation templates will be provided by the City (<i>UDC 5.28.4.B.2.a</i>)</li> <li><input type="checkbox"/> A digital copy of the invitation shall be provided to City planning staff at least 15 days prior to the meeting (<i>UDC 5.28.4.B.2.d</i>)</li> </ul>		<p>Applicants shall mail a written announcement to all property owners, addresses, and registered neighborhood groups within 500 feet of the proposed project site within 15 days after the application is accepted for review. Address labels and announcement templates will be provided by the City (<i>UDC 5.28.4.C.1.a</i>).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A digital copy of the announcement shall be provided to City planning staff within 15 days after the application has been accepted for review by the City (<i>UDC 5.28.4C.1.c</i>).</li> </ul>	
<p>Participation Reports shall be provided to the City within 15 days after the meeting (<i>UDC 5.28.4.B.2.d</i>). Participation Reports should summarize the community participation process including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A written summary of participant comments, concerns, issues, and problems (<i>UDC 5.28.4.B.2.c</i>).</li> <li><input type="checkbox"/> A statement of how the applicant plans to address citizen concerns, or explanation as to why the concern cannot be addressed (<i>UDC 5.28.4.B.2.c</i>).</li> </ul>			

ADDITIONAL REQUIREMENTS - Multimodal Transportation Impact Analysis (MTIA)	Complete
The UDC (Section 5.29.8.E) requires all site plans that propose to generate more than 50 trips per peak hour to produce a Transportation Impact Analysis per the 2023 Institute of Transportation Engineers' (ITE) Multimodal Transportation Impact Analyses Guide for Site Development; please refer to the ITE document for more details about MTIA requirements. Determine scope of study necessary for your project during the initial concept meeting with Planning & Transportation staff.	
Introduction & Summary	
<i>Purpose of Report and Study Objectives</i>	
<i>Executive Summary</i>	
Proposed Development (Both Site and Nearby Developments)	
<i>Description of both On-Site and Off-Site Development (ITE Section 3.4.1)</i>	
Existing Area Conditions (ITE Section 3.4, ITE Table 5)	
<i>Describe study area &amp; land use</i>	
<i>Describe existing and planned future site accessibility</i>	
Projected Overall Site Traffic of All Modes	
<i>Background traffic for each horizon year (ITE Section 4)</i>	
Provide method of projection, non-site traffic for anticipated development in study area, through traffic, and estimated volumes	
<i>Site traffic for each horizon year (ITE Section 5)</i>	
Include trip generation, trip distribution, modal split, determination of Q/LOS analysis needs, and trip assignment for applicable modes	
<i>Total Traffic for each horizon year, including applicable mode</i>	
Transportation Analysis (ITE Section 7)	
<i>Site Access</i>	
<i>Capacity and Quality/Level of Service</i>	
<i>Safety</i>	
<i>Site Circulation</i>	
<i>Parking</i>	
<i>Goods Movement Delivery</i>	
<i>Access Management</i>	
Improvement Analysis (ITE Section 8)	
<i>Improvements to accommodate both existing and background demand</i>	
<i>Additional improvements to accommodate site demand</i>	
Findings	
<i>Site Accessibility</i>	
<i>Transportation Impacts</i>	
<i>Need for improvements</i>	
<i>Compliance with applicable local codes</i>	
Recommendations and Conclusions (ITE Section 9)	
<i>Site Access/Circulation Plan</i>	
<i>Capital and operating improvements for all modes</i>	
<i>Transportation system management/transportation demand management actions</i>	
If MTIA is not required, include trip generation on cover sheet of plan set	

# Additional Review Items

Provided are the checklists used by Engineering and Solid Waste Management teams when reviewing site plan submissions. Applications that address these requirements early tend to be more successful and have a smoother review process.

ENGINEERING REQUIREMENTS	REQUIRED BY	COMPLETE
<b>Dimensional Layout Plan</b>		
Sidewalk, lawn extension, and amenity zone widths are in compliance with the DDA Design Manual, Article 12 Driveway and Sidewalk Details (SD-DS-5), and Article 12 DDA Details (SD-DDA-1 through SD-DDA-18)	Standard Specs, Article 6 Section II and Section IV	
Drive approaches are dimensioned with the width of the opening as measured at the right-of-way line, width of the curb cut, and radii of the curb returns.	Standard Specs, Article 6 Section I	
<b>Utility Plan</b>		
Separate sanitary leads are shown for each area of a building separated by firewalls	Code of Ordinances Chapter 28 Section 2:42.3	
Manholes located outside of a road are a maximum 10 feet away from the edge of the pavement/face of curb	Standard Specs, Article 2 Section I.I.5	
Public stormwater collection systems comply with Standard Specs, Article 4 Section I	Standard Specs, Article 4 Section I	
Proposed connection to the City's water system complies with size and length requirements by zoning classification, specified in Standard Specs Article 3 Section I.B	Standard Specs, Article 3 Section I.B.4	
Water mains are a minimum 10 feet horizontally from sewers and 5 feet from all other utilities	Standard Specs, Article 3 Section I.B.6	
Sewers are far enough from all other utilities to allow for a 1:1 trench to be dug without undermining the neighboring utility	Standard Specs, Article 2 Section I.H.2	
All water main easements at least 40 feet in width, with the water main centered in the easement	Standard Specs, Article 3 Section I.A.2	
<i>If this cannot be provided, the water main shall be installed in a casing pipe and be centered in a minimum 20-foot-wide easement</i>		
Sewers proposed outside of the right-of-way are located within an easement with a width of $2 \times (\text{maximum depth}) + 10'$ , with the sewer offset 5 feet from the easement centerline; easement must be at least 30 feet wide	Standard Specs, Article 2 Section I.A.2	
<b>Grading Plan</b>		
All sidewalks within the public right-of-way or public access easements are compliant with ADA requirements	Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way; Federal Register, Volume 88, No. 151, Pages 53604-53662	
Provisions are made to ensure that the excessive quantities of storm water drainage do not drain across the drive approach from the site into the public right-of-way	Standard Specs, Article 6 Section I.A.7	
<b>Landscape Plan</b>		
Stopping sight distance and intersection sight distance are in compliance with Standard Specs, Article 5 Section I.B.7 through Section I.B.8	Standard Specs, Article 5 Section I.B	
Maintain a five-foot space clear of vegetation greater than six inches tall around the circumference of fire hydrants and any access point to a public utility system	UDC 5.20.7.R	
<b>Fire Coverage</b>		
All structures in 1- and 2- family zones are within a 350-foot radius from a fire hydrant; All structures in other zones are within a 250-foot radius from a fire hydrant	Standard Specs, Article 3 Section I.B.11.b	

Hose lay length from a fire hydrant to the exterior of all structures is less than 400 feet (waived for 1- and 2- family low density zones)	Standard Specs, Article 3 Section I.B.11.b	
Fire hydrants are within 100 feet of a Fire Department Connection via an approved fire route; for residential buildings three stories or less in height, increase the maximum separation distance to 150 feet	Standard Specs, Article 3 Section I.B.11.c	

SOLID WASTE REQUIREMENTS	REQUIRED BY	COMPLETE
Provide detailed waste generation calculations for the proposed use(s), demonstrating on-site storage capacity is sufficient for the proposed collection method.	SW Regulations R2:5 (1) (J) (1)	
Show where Solid Waste Containers will be stored prior to collection and label with the size(s) and type of Solid Waste stored.	SW Regulations R2:5 (1) (J) (2)	
Show where Solid Waste Containers will be collected, which may or may not be the same place where they are stored, and label with the size and type of Solid Waste stored within.	SW Regulations R2:5 (1) (J) (3)	
Provide a solid waste narrative stating necessary solid waste information that cannot be depicted on a plan, minimally including: Proposed number of service days per week for each type of Solid Waste collected; a description of responsibilities necessary for solid waste service, such as, if Solid Waste Containers must be staged for collection; where Solid Waste Containers will be staged for collection; who is responsible for staging Solid Waste Containers for collection and returning them to their stored location; and necessary parking restrictions to prevent blocked access to collection locations.	SW Regulations R2:5 (1) (J) (4)	
Solid waste collected in Dumpsters will be serviced from an enclosure unless otherwise approved by the PSAA. Enclosures shall conform to the Solid Waste Details in Article 12 of the PSSS. Enclosures shall be fully dimensioned on the plans.	SW Regulations R2:5 (1) (J) (5)	
Enclosures not conforming to Solid Waste Details in Article 12 of the PSSS must be shown on plans and approved by PSAA or designee.	SW Regulations R2:5 (1) (J) (6)	
Enclosures shall not be located in a utility easement.	SW Regulations R2:5 (1) (J) (7)	
Show proposed swept path of solid waste vehicle meeting clearance requirements noted in Article 12 of the PSSS. Max reversing distance is 30 feet.	SW Regulations R2:5 (1) (J) (8)	
Provide forward access from private property to the public Street.	SW Regulations R2:5 (1) (J) (9)	
Commercial customers will be serviced by Dumpsters unless approved by PSAA.	SW Regulations R2:5 (1) (J) (10) a.	
Residential customers will be serviced by Curbcarts or Dumpsters as noted in Table based on dwelling unit style, service location and available frontage street.	SW Regulations R2:5 (1) (J) (10) b.	

SOLID WASTE REQUIREMENTS	REQUIRED BY	COMPLETE
A minimum vertical clearance of 25 feet above the solid waste enclosure or wherever a dumpster is serviced	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
At least 10 feet of horizontal clearance from solid waste enclosure to major electrical equipment, above ground utility services, and edge of overhead obstructions	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
Maintain a clear space directly in front of the solid waste enclosure that is a minimum of 50 feet long by the width of the inside dimension (I.D.) of the enclosure walls plus 4 feet on each side	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
A minimum of 15 feet of vertical clearance along the entire solid waste collection route	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
A minimum of 4 feet of horizontal clearance from the edge of the swept path	Standard Specs Solid Waste Details (Article 12, SD-SW-6A)	
Installation and maintenance of no parking signs along the solid waste ingress/egress route is required to ensure the solid waste collection route remains free of vehicles	Standard Specs Solid Waste Details (Article 12, SD-SW-6B)	
Access roads and service area surfaces shall be designed and maintained to support the imposed loads of collection vehicles weighing up to <b>79,500 lbs*</b> gross vehicle weight (GVW) and shall be provided with an approved surface to provide all weather driving capabilities. <b>*66,000 lbs GVW for projects approved prior to January 2025 if pavement is not being changed.</b>	Standard Specs Solid Waste Details (Article 12, SD-SW-6B)	
Snow and ice removal plan for access roads and service areas for safe solid waste collection vehicle access	Standard Specs Solid Waste Details (Article 12, SD-SW-6B)	
Gates on solid waste bin enclosures shall open a minimum of 120 degrees from the closed position	Standard Specs Solid Waste Details (SD-SW-6A)	
Gates shall not impede on the required bin enclosure opening width and shall not block adjacent parking spots	Standard Specs Solid Waste Details (SD-SW-6A)	
Gates shall not impede adjacent curbs or landscaping	Standard Specs Solid Waste Details (SD-SW-6A)	
SOLID WASTE REQUIREMENTS	REQUIRED BY	COMPLETE
Gate design shall include a reliable means to secure the door in both the open and closed positions	Standard Specs Solid Waste Details (SD-SW-6A)	
Gate shall be designed to be free standing without center pole design <i>If center pole design is necessary, 12 inches shall be added to the minimum interior width of the enclosure</i>	Standard Specs Solid Waste Details (SD-SW-6A)	
If site cannot accommodate a standard solid waste enclosure, dumpsters may be rolled out of a building or alternate enclosure to an approved collection location	Standard Specs Solid Waste Details (SD-SW-6B)	