



**2024 COMMERCIAL SITE/ LANDSCAPE/ PARKING  
APPLICATION & CHECKLIST**

Application Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

*(If multiple address, use anchor tenant address for primary)*

Owner: \_\_\_\_\_ Agent: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Project Architect/Engineer: \_\_\_\_\_

Architect/Engineer Address: \_\_\_\_\_

Architect/Engineer Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Site Contractor: \_\_\_\_\_

Contractor's Contact or Agent: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Total Lot/Land Area Sq. Ft.: \_\_\_\_\_

Total of All Impervious Surface Area Sq. Ft.: \_\_\_\_\_

*(all buildings, hardscape, paved areas or any non-porous surface)*

Height of Any Planned Structure at Highest Point: \_\_\_\_\_

**Is Irrigation System Installed? Y/N**

*\*No part of irrigation system may be installed on right of way*

New \_\_\_\_\_ Addition \_\_\_\_\_

**Part of a Construction Project? Y/N**

**Does Project Qualify as Redevelopment? Y/N**



**Items To Be Included With Submittals:**

1. Two (1) hard copies or ONE (1) electronic copy of site plan that shall include:
  - Tree survey as defined in 20-70 through 20-80 COTMC.
  - Storm water management plan (if required).
  - Parking & traffic information to meet required spaces & control or joint parking agreements per 22-286 through 22-290 COTMC. (show numbers of spaces & all loading areas)
  - All information for permanent storm water control; curbing, slopes & grading, detention ponds, storm drains & piping, etc.
  - Section drawings of all construction methods & placement of all other underground services & minimum utility requirements.
  - Planned signage locations
  - Any building site with distances to boundaries
2. Full Landscape plan with all plantings & sizes shown as well as irrigation if installed that shall include:
  - Areas abutting row shall have minimum 10' plantings with 1 tree per 25 linear feet.
  - List of all plant materials.
  - Interior planting areas shown where total parking is in excess of 5,000 sq ft.
  - Cross visibility & sight triangles.

**Disclaimer:** Applicant warrants the truthfulness of the information in the application, and that if any of the information provided is incorrect, the building permit may be revoked. Furthermore, the application and permit can provide that if the permit is issued wrongfully whether based on misinformation or an improper application of the code, the building permit may be revoked.

Contractor/Agent Signature	Print Name	Date
Approved: Zoning Administrator	Date	
Approved: Chief Building Official	Date	