



## PROJECT PLAN AND DESIGN REVIEW APPLICATION CHECKLIST

This type of application is considered administrative and must first be reviewed by the Coordinator's Review Committee (CRC) consisting of Provo City staff. The City staff will make a recommendation to the Provo City Planning Commission for consideration. The Planning Commission has the final authority to either approve or deny the request.

Below is a list of information that is required to be submitted with the application in order for City staff to process the request. If any of the required information is not submitted, the application will be considered incomplete and will not be accepted.

**Fees: \$1,350.00 + \$60 Noticing Fee**

### Submittal Requirements

Please apply for the application and provide the following in an electronic PDF format online at [provo.org/portal](http://provo.org/portal):

#### Site Plan

- ☐ Proposed development layout, drawn to scale.
- ☐ Dimensions of existing and proposed property lines.
- ☐ Distance from buildings to property lines.
- ☐ Square footage of existing and proposed structures.
- ☐ Use of existing and proposed structures.
- ☐ Trash storage container location, size, and how enclosed.
- ☐ Designations of common open spaces and special use areas.
- ☐ Proposed circulation pattern including private driveways, public and private streets, pedestrian paths, location of parking spaces and ingress or egress.
- ☐ Any dimensions or notations necessary to exhibit compliance with applicable ordinances.

#### Parking Plan

- ☐ Parking space analysis (proposed and required).
- ☐ Parking space dimensions, including back up area.
- ☐ Ingress and egress.
- ☐ Parking for persons with disabilities.
- ☐ Location of supporting columns in structured parking.

#### Building Drawings

- ☐ Exterior elevations of proposed buildings, indicating roofing materials, type of construction, exterior materials and colors.
- ☐ Conceptual sign plans.
- ☐ Total square footage for all floors, including rough floor plans.
- ☐ Note all existing buildings proposed for use or for demolition.

## Engineering Drawings

- ☐ Utility plan, including location and size of existing and proposed main lines and services.
- ☐ Any information noted as required in the Provo City Public Works Department Development Guidelines referenced in Provo City Code 15.03.020(3)(b)(ii).

## Landscape Plans

- ☐ Location, quantity, size, and botanical and common names of all proposed plants.
- ☐ Location, size and common names of all existing plants including trees and other plants in the parkway.
- ☐ Indication of plants to be retained or removed and how they will be protected during construction.
- ☐ Location of existing buildings, structures and plants on adjacent property within twenty (20) feet of the site.
- ☐ Existing and proposed grading of the site using two (2) foot contour intervals.
- ☐ Proposed berming using one (1) foot contour intervals.
- ☐ Elevations and cross-sections of other landscape features.

## Development Summary

- ☐ A tabulation of the total acreage of the site and the percentages thereof to be designated for various uses (e.g. parking, buildings, open space, streets, etc.).
- ☐ Summary data detailing compliance with Provo City Code 15.20.090.

## Design Review Requirements

If the project requires approval from the Design Review Committee, the following materials will be required:

- ☐ Colored landscape plan.
- ☐ Colored elevations.
- ☐ One color and materials board, 11"x17" minimum, stating the name and address of the project and displaying all exterior materials including: wall brick, stucco and/or siding; roofing; fascia and soffets; base, trim and accent paint colors. Color photos will not be accepted.

## Supplementary Information

Projects disturbing one or more acre of ground must fill out the Provo City SWPPP Template. The Template can be found on the Provo City website (<http://provo.org/departments/public-works/storm-water-copy>). For questions, please call the Storm Water Division at 801-852-7773.

Based on size, scope, or complexity of the development proposal, staff may require any other information necessary to determine if a proposed project complies with applicable requirements set forth in the Provo City Code.

Please be aware that after the project is approved, a building permit must be obtained from the City prior to the construction or remodeling of any structure.

Also note that the applicant or developer has specific responsibilities concerning advising neighborhood representatives about the proposed project. Contact the Community Development department for further information about these responsibilities.

If you have questions about this checklist or the Project Plan Approval or Design Review Committee approval process, please contact the Development Services Department at 801 852 6400.