



Administrative Individual Development Approval Checklist

Ordinance No. 5477 authorizes the Executive Director to issue Administrative Individual Development (IDA) approvals for:

- (i) 5,000 aggregate square feet or less of building construction
(ii) A change of use of 5,000 aggregate square feet or less
(iii) A conversion of uses within a subarea of 5,000 aggregate square feet or less of office equivalent development; and/or
(iv) A transfer of uses between subareas of 5,000 aggregate square feet or less of office equivalent development

The following checklist is designed to assist in preparing materials for Administrative Individual Development Approval Application. Each item included in the submission (applicable to the scope of work) should be checked-off below. Items that are not submitted may delay the project by making it impossible to fully review the project and may require submission of additional materials.

The following items and information must be electronically submitted for ALL projects.

Table with 2 columns: SUBMITTED (Please check box) YES NO and SUBMITTAL ITEMS/INFORMATION. Rows include Project Narrative, Site plan and floor plan, Survey of the property, Building square footage, Height of building(s), Building elevations, Dimensions of all paved areas, Location and dimensions of adjacent roads, Parking calculations, Complete layout of parking garages, Proposed change of use, Calculations indicating required and provided open space, Landscape, Irrigation and tree relocation plans, Location of fire hydrants, General location of existing/proposed water and sewer facilities, Proposed waste storage and collection points.