

# Development Services

## Preliminary Site Plan Submittal Guide

### What is a Preliminary Site Plan?

A site plan is the development plan for one or more lots showing existing and proposed conditions of the lot. This typically includes topography, vegetation, drainage, floodplains, landscaping and open spaces, walkways, access, circulation, utility services, buildings and structures, signs, lighting, buffers and screening devices, surrounding development, and any other information that may be required in order for an informed decision to be made by the deciding body.

### Checklist

- Project name and firm. An engineer's signature, seal, and date is required if prepared by a professional engineer or land surveyor.
- Date, north arrow, scale, and sheet numbers in relation to the total number of sheets.
- Project boundaries and property lines (existing and proposed).
- All adjacent properties identified with APN and property owner's name.
- All internal and adjacent roadways and driveways (existing and proposed).
- All applicable dimensions to demonstrate compliance with city code and the Public Works Design Manual.
- Any structures and improvements (existing and proposed).
- Setbacks and building separation dimensions.
- Parking calculations for the entire site (e.g. land use type, square footage, parking ratios, total parking required, total parking provided on-site and on-street).
- Proposed demolition and project phasing.
- All existing and proposed easements with all proposed easement abandonments identified.
- Proposed on-site/off-site vehicular accesses and roadway improvements as required per a traffic study, the Public Works Design Manual, and city code.
- Ownership and maintenance responsibility of any roadways (e.g. public or private).
- Proposed signage and striping in accordance with Public Works Design Manual and Manual on Uniform Traffic Control Devices standards, and as required by the Regional Transportation Commission and the Nevada Department of Transportation (in that hierarchical order).
- Identify areas to be rehabilitated (e.g. deteriorated pavement, curb and gutter, sidewalk, driveway aprons, etc.).
- Proposed sidewalk improvements and dimensions.
- Proposed lighting locations (street, parking lot, pathway, etc.) – this should also be duplicated on a utility plan or photometric plan.
- Any other information necessary to determine compliance with city code or the Public Works Design Manual.

### Submittal Guidelines

All plan sheets shall be provided in the PDF format in a 24" x 36" page size scaled at 1 inch = 60 feet unless otherwise indicated in the application checklist. All sheets provided in full-size should also be provided in an 8.5" x 11" page size.

