



# GATEWAY STANDARDS WAIVER CHECKLIST

**Acceptance of Gateway Standards Waiver Application:** Gateway Standards Waiver applications shall be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. Failure by the applicant to provide required information or obtain a waiver from the Planning Director constitutes grounds for refusal of site plan submittal for processing.

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your pre-development meeting or upon review of the plans. The Planning Department may require the applicant to submit additional plans, maps, sketches, drawings and or written statements. Additional information may be required to determine the impact on major infrastructure.

**CHECK ALL BOXES TO SIGNIFY COMPLIANCE WITH SUBMITTAL REQUIREMENTS. UPLOAD THE CHECKLIST AS AN ATTACHMENT TO THE ONLINE PROJECT APPLICATION.**

## GATEWAY STANDARDS WAIVER SUBMITTAL REQUIREMENTS:

- Certificate of Acknowledgment:** The completed online application shall include the notarized signatures of the owner(s) through the execution of the Certificate of Acknowledgment. The Certificate of Acknowledgment shall be uploaded and submitted with the online application.
- Project Narrative:** A narrative describing the proposed use, and or deviations requested.
- Fee:** Fee paid as described in the current Development Services Fee Schedule. The fee can be paid by phone, in person, or by mail. Applications will not be routed for review until the payment has been received.
- Digital Attachments:** Site Plan and Color Elevations in PDF format (11" X 17").
- Applicant Information:** The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the request. If the applicant and the property owner are the same, please note as such. All correspondence relating to the project review and will be directed to the applicant designated on the application.
- Owner Information:** The application is required to be signed by the current property Owner (s). If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

## SITE PLAN REQUIREMENTS:

- Legibility:** Each plan shall be drawn at a scale at which all details of the drawing are legible after the drawing has been reduced to an 11" X 17" format.
- Use of Land and Buildings:** The proposed land use shall be in compliance with the land use regulations as outlined in Section 10-100 of the Zoning Ordinance, Schedule of Uses.
- Drawn to Scale:** The scale of the drawing shall be in a scale that shows all the elements in sufficient detail so that staff and decision-making bodies may conduct a thorough review.

- Notation of the Scale:** Engineering scale required.
- Legend:** The legend shall include an explanation for all graphic symbols on the plans.
- Bar or Graphic Scale and Directional, North Arrow:** The north arrow shall be oriented either to the top or the right of the pages. Include Bar or graphic scale and directional with north arrow.
- Date:** The plans shall include the date of the initial preparation and the date of any subsequent revisions.
- Project Number:** Following the submittal of the site plan, a unique project number will be generated by City Staff. All subsequent revisions shall have this number clearly visible on all plan sheets in all subsequent title blocks along with the revision number and date.

**Development Review Submittal**

Initial Application  
 Resubmittal after DRC  
 Second Resubmittal  
 Third Resubmittal  
 Fourth Resubmittal

**Information Within Document**

Project Name – Submittal  
 Project Number –File Name–Revision1  
 Project Number –File Name-Revision2  
 Project Number –File Name-Revision3  
 Project Number –File Name-Revision4

*All revisions submitted to the City must be accompanied by a technical response letter outlining responses to City Staff comments.*

- Screening:** Screening and landscaping plans shall be required for all location determined essential to the general welfare of adjacent property by the city council and planning and zoning commission and the specified screening shall be installed as part of the required development of new construction and may be required for site plan amendments as determined by the director of development services.
- Elevations:** Elevations or perspective drawings shall be required with all new construction nonresidential buildings and may be required for site plan amendments as determined by the director of development services. Such drawings shall clearly indicate the influence of the proposed structures on the light, air, access and exposure to adjacent property.