

## Administrative Use Permit

### SUBMITTAL CHECKLIST

All submittal information presented to the Planning Department shall include this Application Form, all items appropriately checked for the application being submitted, all related fees, and any additional required information requested by the Planning Department. Staff will review the application for completeness and the applicant will be notified of any items that are not included.

#### ZONING AND LAND USE APPLICATION

- Completed Zoning and Land Use Application Form
- Reimbursement Obligation Form
- Stormwater Determination Worksheet (if permanent BMP's are required, also show proposed locations on plans)
- Written Summary/Project Description outlining project details
- Signature of Property Owner and Applicant on Page 1 of the Application Form
- Application Fee/Deposit

#### PLAN PREPARATION GUIDELINES

Each application shall include the following:

- Required number of drawings as follows: All materials shall be submitted in an 11 x 17 readable/color format as well as an electronic (flash drive, email or CD acceptable) version of the entire plan set and supporting documentation.**

Administrative Use Permit – Electronic version of all items and supporting documentation emailed to [planning@rpcity.org](mailto:planning@rpcity.org). Application fee can be taken over the phone using only Visa or Mastercard.

#### SITE PLAN

- Legend with:** Scale, north arrow, date, person preparing plans including address and telephone number, title including subdivision name and number, unit and phase number, if any, gross and net area of site in Sq. Ft. and acres. Commercial, Residential and Industrial projects shall include floor area ratio (FAR) and lot coverage calculations.
- Property lines:** All existing property lines.
- Structures:** Location and dimensions, including open stairways and other projections from the exterior building walls, existing and proposed fencing, fire hydrants, trash enclosures.
- Use:** Existing and proposed uses of the site and/or structures.
- Yards:** Distances between exterior walls of structures and between such walls and property lines.
- Traffic circulation:** Completely dimensioned parking layout, including dimensions of internal driveways, aisles, numbers of parking stalls and loading spaces, pedestrian walkways, and vehicle ingress and egress to site.
- Drainage Facilities:** Location, type and number, if applicable.
- Lighting:** Industrial, commercial and large scale residential – location, design, size, lighting type and wattage.
- Utilities:** Type/location; water availability/fire suppression study, if applicable. Show recycled water main proximity on plans; show existing utility locations and sizes (water, sewer, recycled water, stormwater) including tie-ins to public infrastructure; show proposed utility routing; provide utility sizing calculations/justification
- Landscaping:** Location and species of all existing/proposed landscaping. Indicate any trees to be removed. Include tree circumferences of all trees. Provide species and common name of all trees to be removed and/or replaced. Arborist report, if applicable; provide WELO calculations
- Soils:** Provide two (2) copies of geotechnical (preliminary acceptable) and two (2) copies of Title Report

#### ELEVATIONS - SCALE – Residential – 1/4" = 1.0' or 1/8" = 1.0', Comm/Ind – 1/4" = 1.0' or 1/8" = 1.0'

- All principal exterior walls, fences, roof projections and other structures including height and dimensions.
- Direction of building elevations. Cross sections through major axis of building(s) and same scale as elevations
- Location of proposed vents, gutters, downspouts, air conditioning equipment, antennas and all rooftop equipment.
- Details of fascia trim, windows, doors, trim, sills, railing and fencing.
- Location of exterior lighting and cut sheet/details of the type of lighting fixture.
- Type and color of roof and exterior materials. **MUST PROVIDE COLOR AND MATERIAL SAMPLE BOARD.**
- Sign location and location of any rooftop or ground mounted equipment, exterior lighting.
- Photographs showing either existing building on the project site or adjacent buildings.

#### FLOOR PLAN

- Fully dimensioned and prepared to an appropriate scale.
- Show location of all openings and exits; rooms labeled for use.
- Indicate construction type, use and occupancy

Please make sure ALL items above are completed and included with your submission. Incomplete submissions will result in delays in the processing of your application. Thank you.