



All predevelopment site review (P.D.S.R.) submittals shall be accompanied by the following information. The applicant is required to attest to the fact that all elements are provided by checking the boxes alongside each required item and by signing the last page of the checklist. All elements are required, *unless either waived by planning staff or by attesting (as the applicant) that the subject element is not applicable by writing N/A alongside the required element.*

Projects are submitted electronically via the ePlan Portal in three file types: Application (APP), Plans (PLN), and Supplemental Documents (SUP).

- APP (APPLICATION) FILE:** Discretionary Permit Application (Form PLG – 100)
 - PDSR Submittal Checklist
 - Owner/Agent forms ([PLG-210](#)). An Owner/Agent form is required for all parcels other than the applicant's.

- PLN (PLANS) FILE:** The site plan is the permanent record of the location that will be evaluated. Because the information we will provide is specific to this location, the plot plan must be adequate to describe the location relative to permanent reference points visible in the field. THE PLOT PLAN CAN BE SIMPLE AND NEED NOT BE DRAWN BY A PROFESSIONAL. However, it must be accurate and correctly drawn to scale, and must include the following:
PLN (PLANS) FILE SHALL INCLUDE THE FOLLOWING INFORMATION:
 - Assessor's Parcel Numbers
 - North arrow
 - Date of preparation: Provide the preparation date and all revision dates, as applicable, on each plan sheet.
 - Contact data: Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on all plan sheets.
 - Scale: Chose a scale to depict all of the proposed development area and immediate surroundings on a blueprint size sheet or 11"x17". Scale should be between 1"=20' and 1"=40'. Small urban lots may use 1"=10'. A long driveway, or large building area, may require a smaller scale map. Show area large enough to include physical features that can serve as reference points. Surveyed parcel lines or corners, large trees, permanent fences, power poles etc. are useful. Also show physical features that may affect eh the project (cliffs, ravines, creeks etc.)
 - Parcel boundaries.
 - Outline of the proposed development "envelope". Show proposed structure, driveway and septic leach field location (if known).
 - Existing and proposed structures
 - Existing and proposed roads
 - Physical features within 50-200 feet of the proposed development area
 - Generalized topography. Topography must be adequate to show the direction and approximate steepness of slopes around the development area. THIS DOES NOT NEED TO BE SURVEYED. However, changes in slope (places where slope abruptly becomes steep or shallow) must be accurately located.

- SUP (SUPPLEMENTAL DOCUMENTS FILE):** Discretionary Permit Supplemental Documents Index (Form PLG – 135)
 - Any existing technical reports or surveys
 - Septic system plan
 - Department staff will make a site visit to evaluate the proposed area of disturbance. Please provide any information necessary to facilitate this inspection (locked gates, dogs present, etc.).



SITE PREPARATON:

- Environmental Planning staff will conduct a site visit. Prior to the inspection, the area of the proposed development, including driveway alignment and corners of any proposed structures, should be roughly staked in the field to assist staff in identifying the resources in the immediate vicinity.
- Disturbance area shall be staked prior to site inspection.

I hereby certify that the above-listed required information has been included as part of the initial application submittal (unless waived by a staff planner).

Signature of Owner or Authorized Agent

Date