



CITY OF KINGMAN DEVELOPMENT SERVICES

310 North Fourth Street

Phone: 928.753.8130

DEVELOPMENT PLAN REVIEW PROCESS & CHECKLIST

REQUIRED SUBMITTALS

All submittals shall be electronic

☐ **Development Plan Review Application**

☐ **Site Plan**

☐ **Project Narrative** - a detailed description of the proposed project and uses for the property, how the proposal relates to any surrounding development and to the subject site, and any specific questions for staff comment.

SITE PLAN REQUIREMENTS

Project Information

- ☐ Name, address and telephone number of owner and developer of subject property.
- ☐ Name, address and telephone number of person(s) preparing plan.
- ☐ North arrow.
- ☐ Scale.
- ☐ Vicinity map showing site location.
- ☐ Property lines of entire legal parcel(s).
- ☐ Show all parcels associated with project site
- ☐ Names of adjacent streets and intersections.
- ☐ Width of all adjacent streets and alleys.
- ☐ Legal description of subject property.
- ☐ Street address of subject property (if assigned).
- ☐ Zoning designation of subject property and surrounding properties.
- ☐ Existing land uses of surrounding properties.
- ☐ Area of subject property.

Fire Information

- ☐ Building setback lines for front, sides and rear of each lot per the zoning of the site.
- ☐ Location of existing and proposed on-site/off-site water lines and fire hydrants.
- ☐ Type of construction per Uniform Building Code.
- ☐ Uses of all buildings (existing and proposed) on subject property.
- ☐ Driveway and drive aisle widths.

Grading & Drainage Information

- ☐ Topographic contour lines.
- ☐ Conceptual grading plans and cross-sections.
- ☐ Estimated quantities of earth to be moved.
- ☐ Direction of drainage flow with slope in percentage.
- ☐ Location of on-site and off-site drainage facilities.
- ☐ Drainage study, if available.
- ☐ Soils/Geotechnical report, if available.

Architectural Design & Site Layout Information

- ☐ Architectural perspectives or renderings.
- ☐ Building plans, if available.
- ☐ Photos of site and surrounding areas, labeled N, S, E, W both facing site and away from site.
- ☐ Proposed plotting of buildings.
- ☐ Area of each parcel (gross and net).
- ☐ Physical features on property lines and immediately adjacent to property lines (fences, walls, power poles, buildings, slopes, and the like).
- ☐ Location of all buildings (main and accessory), fences and walls, paved areas and landscape areas labeled existing or proposed.
- ☐ Location of existing and proposed on-site/Off-Site water lines, sewer lines or septic tanks and fire hydrants.
- ☐ Percentage of area covered by buildings on each parcel.
- ☐ Height of all buildings and structures.
- ☐ Dimension from building(s) to property line and to other buildings on subject property.
- ☐ Exterior elevations indicating exterior material, including materials, colors, building height and including materials of proposed fences and walls.
- ☐ All entrances.

Landscape Information

- ☐ Conceptual landscape plans (may also be demonstrated on site plan with landscape percentages provided).
- ☐ Computation of square footage of required landscape areas.
- ☐ Location of landscaping, including existing and proposed trees

Parking Information

- ☐ Off-street parking, including dimensions of individual parking spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops and type of surfacing proposed.
- ☐ Computation of total parking spaces required for each parcel/use and number of provided spaces.
- ☐ Loading spaces, including dimensions.
- ☐ Drive-throughs shall call out drive dimensions and show location of pre-order and order boards for stacking calculations.

Traffic/Right-of-Way Information

- ☐ Traffic study, if available.
- ☐ Street or alley dedications, if applicable.
- ☐ All existing and proposed public improvements within adjacent streets and alley right-of-way (curb, gutter, street lights, sidewalks, parkways, power poles, fire hydrants, water and sewer lines, and the like). Show existing curb, gutter and sidewalk with dashed lines and label. Show new curb, gutter and sidewalk with solid lines.
- ☐ Existing or proposed public right-of-way within subject property.
- ☐ Existing or proposed easements within or immediately outside subject property (public and private).

Miscellaneous Information

- ☐ Signs, including area, location, height, illumination and mechanical movement.
- ☐ On-site lighting, existing and proposed. Photometric survey, if available.
- ☐ Trash enclosures, if any, for side load pickup.
- ☐ Outdoor storage areas.
- ☐ Mechanical equipment and proposed screening.
- ☐ Proposed swimming pools or patios.

Platting Information (for Subdivisions)

- ☐ Table of lot widths, depths, and areas
- ☐ Show street access and blocks in accordance with Subdivision Ordinance standards
- ☐ Demonstrate Fire Department requirements for exiting of the subdivision (minimum of two points of access with

the ability to disburse the subdivision equally amongst the access points)

DEVELOPMENT PLAN REVIEW

After reviewing the application, the Director shall conduct a Development Plan Review with the applicant to inform the applicant or their representative of applicable City requirements, provide a preliminary list of issues that may be of concern, and may suggest possible alternatives or modifications to the project. Such reviews are held on **Thursday mornings between 8:30 A.M. - 11:30 A.M.** and will include other city staff as well as the applicant. Applications for Development Plan Reviews submitted by end of business on Monday will be routed on Tuesday. The Development Plan Review meeting will be scheduled for the fourth Thursday following the routing date.

The Director may consult with or request review by any City agency or official with interest in the application. Neither the Development Plan Review nor the provision of information and/or pertinent policies shall be construed as either a recommendation for approval or denial. No formal action is taken by the Director at a Development Plan Review meeting. Following the meeting, the Director shall provide the applicant with a written summary of comments.