
CONCEPTUAL DESIGN PLAN

WHAT IS THE PURPOSE OF A CONCEPTUAL DESIGN PLAN (CDP)?

The CDP provides City staff with the mechanism to conduct a preliminary review of your anticipated project. Submittal of a Conceptual Design Plan does not constitute a formal application. It will be used by the City to aid the applicant to prepare a complete application when the potential project is anticipated to be large and/or complex.

HOW DO I SUBMIT A CONCEPTUAL DESIGN PLAN?

Submittal of a Conceptual Design Plan is voluntary, but is intended to help applicants with potentially large and complex projects to make as complete an application as possible. The more information you can submit, the more detailed the City response. Please provide:

1. A narrative description to help staff better understand the proposal.
2. Seven sets of the Plot Plan drawn to scale and completely dimensioned. The Plot Plan should show all of the existing and proposed structures, off-street parking and loading facilities, driveways, curb cuts, areas to be landscaped, location and size of existing trees, setbacks, signs, lighting, fencing, and property lines. The CDP should include sufficient information for City staff to be able to determine the general locations of buildings, roads, parking, open space areas, pedestrian walkways and driveways. All plan sets should be folded to approximately 8 1/2" x 11" or rolled if there are more than six pages in each set.
3. If you have any information on elevations, please provide seven sets, drawn to a recommended scale of 1/4" or 1/8".
4. If you have information on floor plans please provide seven sets showing the uses of rooms and spaces, drawn to a recommended scale of 1/4" or 1/8".
5. If you do not own the property covered by your CDP, include an authorization by the owner, or some other document granting you the right to design a project for the particular property.
6. Provide a deposit of \$1,000 which will be used to pay for the staff review of your CDP. Unused funds will be returned to you at the end of the review or counted as part of your deposit for a subsequent, formal, project review.

PLAN REVIEW COMMITTEE

Upon receiving a Conceptual Design Plan (CDP) it will be reviewed by the **Plan Review Committee (PRC)**. The PRC meets each Tuesday and is made up of representatives of different departments including but not limited to Engineering, Traffic Engineering, Police, Fire, Building and the Planning Division.

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