



# PLANNING + NEIGHBORHOOD SERVICES

## Land Use Review

### Temporary Surface Revocable Permit Application Requirements

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This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Please submit via the Planning Department's [online submittal system](#).

### Submittal Checklist

#### General Requirements

- [Revocable Permit Applicant and Owner Acknowledgement Form](#)
- Site Plan containing all requirements in the "Plan Content Requirements" below.

### Plan Content Requirements

Include the details below on a site plan

#### Legend Information

- Address of Adjacent Property
- Contact information for applicant (name, address, email and phone number)
- Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
- North arrow

#### Drawing Information

- Names and total widths of all adjacent streets and alley rights-of-way.
- Location of curb, sidewalk, bus stop and/or any bench locations or landscaping.
- Any structures, landscape amenity, art, newspaper dispenser, etc. shall be placed no closer than 20' in either direction as measured from the edge of a posted bus stop, bus bench, or bus pad.
- Location, type, **dimension**, and **size** of the proposed private use or structure to be placed within the public right-of-way (i.e. PODS, dumpsters, fences, parking, signs, café, landscaping, etc.)
- Elevation drawing of any proposed structure or use to be placed within the public right-of-way.
- Setbacks of the proposed temporary use.
- Location, number and size of parking spaces provided for the proposed temporary use
- Location, number and size of existing parking spaces located within the development site which will remain unencumbered by the proposed temporary use.
- Location and names of all adjacent rights-or-way
- Location, type, dimension and size of existing and/or proposed signs