



**SUBMITTAL REQUIREMENTS**  
**FOR**  
**FINAL SITE PLAN APPLICATION**

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The following is a checklist of the required information for submitting a FINAL SITE PLAN APPLICATION. Applications will not be processed until all of the following material is submitted and determined technically complete. (BGMC 17.143 & 17.200.050)

- FILING FEE \$ \_\_\_\_\_ BASED ON \_\_\_\_\_ % OF CONSTRUCTION COST \$ \_\_\_\_\_ AND STAFF REVIEW TIME AT COST RECOVERY RATES PAID PRIOR TO APPROVAL OF FINAL SITE PLANS.
- WRITTEN NARRATIVE addressing conditions of approval from Preliminary Site Plan Staff Report.
- BREAKDOWN OF CONSTRUCTION COSTS, if applicable, approved detailed and itemized and certified by the contractor or design engineer.
- THREE 24" X 36" COPIES OF THE REVISED FINAL SITE PLAN and required documents as required by the Conditions of Approval noted in Preliminary Site Plan Staff Report.
- THREE 8.1/2" X 11" OR 11" X 17" COPIES OF THE REVISED FINAL SITE PLAN.
- AN ACCEPTABLE PERFORMANCE SURETY, IF APPLICABLE, guaranteeing the construction of public improvements shall be submitted in a form acceptable to the city attorney and in an amount and with sureties commensurate with improvements to be completed plus an additional 25% (**125% of approved construction cost**), securing to the city the construction and installation of the required improvements within a time fixed by the Community Development Director, which shall include a reasonable amount of time to complete said improvements but shall not exceed 18 months. Such guarantee shall be in the form of an escrow account, letter of credit or other form acceptable to the Community Development Director that provides the city with the necessary funds to complete the improvements should they not be constructed within the required time frame.
- MAINTENANCE BOND, IF APPLICABLE, in the amount of 20% retainage of the actual construction cost to the City for a two-year period after construction of the improvements is approved and accepted by the City, securing to the City the maintenance, and/or installation of any corrections, which must be made to the public improvements resulting from this development.



## ENGINEERING PLANS

- 4 COPIES OF “AS BUILT” IMPROVEMENT DRAWINGS, if improvements are complete and have been accepted by the City, or,
- 3 COPIES OF SIGNED ENGINEERING DRAWINGS if construction is not complete, OR
- PRELIMINARY ENGINEERING DRAWINGS, if Engineering Plans have not been approved. If submitting preliminary engineering drawings, refer to the **“Submittal Requirements for Engineering Review”**, for specific quantities and documents required and attach with this application.

**\*\*\*\* THIS SUBMITTAL REQUIREMENT LIST MUST BE SUBMITTED WITH APPLICATION \*\*\*\***