



**Engineering Division**  
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## Site Plan Submittal Requirements

**Commercial Projects:** Detailed civil plans for the public right-of-way and/or site improvements in according to the city's [Site Plan Design Standards](#). Site plans shall be no larger than 24" x 36" in size and must be prepared by a licensed engineer.

**Container in ROW:** Google aerial or street view image with drawn in dimensions of container and approximate location. Show placement of traffic control devices. If placed in a metered parking space, the meter numbers must be listed. [EXAMPLE](#)

**Electrical – Underground:** detailed civil plans showing topographical information, all existing and proposed underground utilities, pavement removal and replacement, and traffic control plan as applicable. The city follows MMUTCD standards.

**New House/Major Reconstruction:** Plot plan or mortgage survey with all right-of-way construction activities drawn and dimensioned, proposed driveway approach, sidewalk and curb work, pavement cut dimensions for new sewer taps when applicable, and location of proposed trees where required.

[EXAMPLE](#)

**On-Site Paving:** detailed civil plans or Google aerial image with drawn in dimensions and square footage of any pavement removal, installation, repair or replacement of parking lot, sidewalks, or any other pavement on private commercial properties. A striping plan should also be included.

**Right-of-Way:** (Only for use when no other category applies) Google aerial or street view image with drawn dimensions and notes of any construction activities or blockages in the public right-of-way.

**Sewer Lead Repair/Tap:** Google aerial or street view image, plot plan or mortgage survey of the property, with all ROW work drawn and dimensioned, including pavement cuts and sidewalk removal, excavation dimensions in lawn areas. Include any construction fencing or traffic control diagrams for sidewalk/road closures. [EXAMPLE](#)

**Sidewalk/Approach/Curb:** Google aerial or street view image with all replacement work drawn in and dimensioned. See our [detail sheet](#) for construction specifications. [EXAMPLE](#)

**Telecommunications – Aerial:** Google aerial or street view image with all ROW work drawn in and a traffic control plan as applicable. The city follows MMUTCD standards.

**Telecommunications -Underground:** detailed civil plans showing topographical information, all existing and proposed underground utilities, pavement removal and replacement, and traffic control plan as applicable. The city follows MMUTCD standards.

**Traffic Control:** For road, lane and sidewalk closures supply a traffic control plan (can be Google aerial or street view) showing closure area and all traffic control devices to be utilized. Include meter numbers if closure will affect any metered parking spaces. The city follows MMUTCD standards.

**Underground Gas Work:** detailed civil plans showing topographical information, all existing and proposed underground utilities, pavement removal and replacement, and traffic control plan as applicable. The city follows MMUTCD standards.

**Water Service Repair/Tap:** Google aerial or street view image, plot plan or mortgage survey of the property, with all ROW work drawn and dimensioned, including pavement cuts and sidewalk removal, excavation dimensions in lawn areas. Include any construction fencing or traffic control diagrams for sidewalk/road closures.