

# Site Plan & Architectural Review (SPAR) – Checklist

Condensed one-page checklist (advisory; refer to official handouts for full requirements).

- SPAR Checklist - Technical Submission Requirements
- This checklist specifies the technical materials required for Site Plan and Architectural Review (SPAR) applications. Project characterization is completed on the General Application Form, which determines which sections of this checklist apply.
- SECTION 1: Basic Submission Requirements (All SPAR Projects)
- Required Plans (All Projects)
- ■ Site Plans - scale and detail as determined by staff (24.030(B)(2) & 24.050(E)(1)(b))
- Existing conditions survey showing current buildings, vegetation, and site features
- Proposed site plan showing building placement, parking, circulation, and landscaping
- Property lines, setbacks, easements, and dimensions clearly shown
- ■ Architectural Plans - materials and design clearly shown (24.030(B)(2) & 24.050(E)(1))
- Building elevations with materials identified for all sides of buildings
- Floor plans showing circulation and room uses
- Site sections showing relationship to adjacent properties
- ■ Photos of existing conditions from multiple angles (24.030(B)(2))
- Digital Submission Requirements
- ■ All materials submitted in PDF format (24.030(B)(2))
- ■ Files named clearly (e.g., "ProjectName\_SitePlan.pdf")
- Fees and Agreements
- ■ SPAR application fees paid per current fee schedule
- Reference: Municipal Code 24.030(B)(2) gives Director authority to require supporting materials; 24.050(E) establishes review criteria
- SECTION 2: Conditional Requirements (Based on General Application Form Responses)
- Required when "Located in Historic District" is checked on General Application Form
- ■ Historic documentation for the building or site (24.090(B)(2) - Historic SPAR process)
- ■ Historic photographs and current photographs of building/site
- Required when General Form indicates "Create new housing units" OR "Create new commercial/office/industrial space"
- ■ Detailed landscape plans showing compliance with City standards (24.050(E)(2))
- ■ Parking and circulation analysis demonstrating code compliance (24.050(E)(3))
- 2C: Tree Removal Projects
- Required when "Tree removal proposed" is checked on General Application Form
- ■ Arborist report prepared by certified arborist (17.055 - required for all development applications affecting protected trees)
- ■ Tree protection plan for trees to remain (17.070 - Tree Protection and Preservation Plan)
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