

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

## **Building - Commercial Driveway/Approach**

**Plan Reviews:** Building Review, Environmental Review, Fire Review, Planning Review, Public Works Review, Structural Review, Urban Forestry Group Review

**Inspections:** Building Final, Foundation, Notice Of Commencement - Certificate, Planning Final, Public Works Final

**Drawings:** 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

*Drawings include:*

- Signed & sealed topographic/boundary survey
- Site Plans, showing the location and type of materials used (Can be site survey)
- Construction details (may be include on the site plan)
- Tree survey
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey).

### **Supporting Documents:**

- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Public Works Department – Right of Way Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit
- Driveways and parking areas that are open to the sky shall be composed of porous pavement or shall have a high albedo surface per Urban Heat Island Ordinance
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.