



## MINOR PROJECT PLAN APPLICATION CHECKLIST

The purpose of this application is to review minor projects for all multi-family, commercial and industrial buildings. The projects listed below are eligible for minor project plan review:

1. Any nonstructural improvements (landscaping, parking, etc.) to an existing commercial, office, industrial, or multi-family project.
2. Any new one family residential structure that has been sent to the Design Review Committee by the Planning Commission.

Below is a list of information that may be required to be submitted with the application in order for City staff to process the request.

**Fee: \$150**

### Submittal Requirements

Please apply for the application and provide the following in an electronic PDF format online at [provo.org/portal](http://provo.org/portal):

#### Site Plan

- Proposed development layout, drawn to scale.
- Dimensions of existing and proposed property lines.
- Distance from buildings to property lines.
- Square footage of existing and proposed structures.
- Use of existing and proposed structures.
- Trash storage container location, size, and how enclosed.
- Any dimensions or notations necessary to exhibit compliance with applicable ordinances.

#### Building Drawings (when applicable)

- Exterior elevations of proposed buildings, indicating roofing materials, type of construction, exterior materials and colors.
- Conceptual sign plans.
- Total square footage for all floors, including rough floor plans.
- Note all existing buildings proposed for use or for demolition.

#### Engineering Drawings (when applicable)

- Any information noted as required in the Provo City Public Works Department Development referenced in Provo City Code 15.03.020(3)(b)(ii).  
Guidelines

### **Landscape Plans (when applicable)**

- Location, quantity, size, and botanical and common names of all proposed plants.
- Location, size and common names of all existing plants including trees and other plants in the parkway.
- Indication of plants to be retained or removed and how they will be protected during construction.
- Location of existing buildings, structures and plants on adjacent property within twenty (20) feet of the site.
- Existing and proposed grading of the site using two (2) foot contour intervals.
- Proposed berming using one (1) foot contour intervals.
- Elevations and cross-sections of other landscape features.

### **Development Summary**

- A tabulation of the total acreage of the site and the percentages thereof to be designated for various uses (e.g. parking, buildings, open space, streets, etc.).
- Summary data detailing compliance with Provo City Code 15.20.090.

### **Design Review Requirements**

If the project requires approval from the Design Review Committee, the following materials will be required:

- Colored landscape plan.
- Colored elevations.
- One color and materials board, 11"x17" minimum, stating the name and address of the project and displaying all exterior materials including: wall brick, stucco and/or siding; roofing; fascia and soffets; base, trim and accent paint colors. Color photos will not be accepted.

It is recommended that design professionals (architects, engineers and landscape architects) be involved early in the process.

Projects receiving approval must be constructed according to the approved plans. Unauthorized changes to an approved plan will result in an additional fee as set forth in 14.43.010, Provo City Code. Building permits must be obtained prior to the start of construction.