



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

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Supplemental Planning Entitlement Application

Fraternity / Sorority House Permit

The following information is requested to expedite the review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Feel free to ask a staff Planner if you have any questions; omissions and errors could delay your project.

Requirements for a Complete Application

The following items are **REQUIRED** for a complete application:

- ☐ Complete and signed Planning Entitlement Application
- ☐ Owner's Written Consent on Planning Entitlement Application (if the applicant is not the Owner)
- ☐ 8 ½" x 11" Site Plan (see Site Plan checklist below)

Site Plan Checklist

- | | |
|---|---|
| ☐ Name of Applicant | ☐ Parking stalls, driveways and dimensions (including handicapped stalls and ramps as applicable) |
| ☐ Project Title | ☐ Bicycle racks/storage facilities |
| ☐ Street Address/Assessor's Parcel Number(s) | ☐ Location and height of freestanding signs |
| ☐ Vicinity Map | ☐ Fence locations and height(s) |
| ☐ Workable Scale (i.e. 1"=10' or ¼" = 11') | ☐ Trash areas with screening |
| ☐ North Arrow | ☐ Location of HVAC units, structures, electrical cabinets/panels, backflow prevention devices, etc. |
| ☐ Property lines with dimensions, acreage, and setbacks | ☐ Calculations: parcel size/area, floor area, number of parking stalls, landscaping area, lot coverage, gross density etc. |
| ☐ Adjacent streets, alleys, and properties | ☐ Delineation of phasing, if applicable |
| ☐ Existing and proposed easements | ☐ Commercial and industrial projects: Loading docks, open storage, etc. |
| ☐ Existing Features: structures (description and size), landscaping, utility poles, hydrants, streetlights, trees (note whether to be retained or removed) | ☐ Residential: Recreation facilities and other amenities |
| ☐ Footprint and location of new structures with setbacks | |
| ☐ Pedestrian walkways including connection to public right-of-way | |

Fraternity and Sorority Officers

House Officer 1:

Name: _____

Address: _____

Phone Number(s): _____

House Officer 2:

Name: _____

Address: _____

Phone Number(s): _____

House Officer 3:

Name: _____

Address: _____

Phone Number(s): _____