

Master Site Plan Requirements

A master site plan is a generalized development plan that establishes building envelopes and overall entitlements for complex, large-scale projects that will require multiple years to reach completion. See Section BMC 38.740.020.B for master site plan thresholds and BMC 38.740.110.G for phasing standards. This handout provides details for the master site plan application requirements. Submittal level of detail for master site plans must be consistent with the intent and scope of the submittal per BMC 38.740.020.B and phasing per BMC 38.740.110.G.

Digital Submittals & Naming Protocol

MINIMIZE DELAYS WITH CORRECT FORMATTING. APPLICATION SUBMITTAL REQUIREMENTS ARE MANDATORY PER BMC 38.220

- 1) Create and submit a Planning application using the [ProjectDox portal](#);
 - a) After completing your Development Review Application, you will receive a Notification Letter ([example](#)) via email. Please download this document and obtain the owner's signature. Upload as a PDF to the "Documents" folder in ProjectDox.
- 2) The digital copies must be separated into two categories: Documents and Drawings.
 - a) The Documents folder should include items such as application forms, narrative, response to City comments, supplemental documents, technical reports, easements, legal documents, etc.
 - b) The Drawings folder should include items such as site plans, civil plans, landscape plans, irrigation plans, photometric plans, elevations, etc. All drawing files must be drawn and formatted for a 24" x 36" sheet file or an 11" x 17" sheet file. Plan pages shall be properly oriented in landscape mode. Refer to our [Quick Guide](#) for additional information.
- 3) Naming protocol. All files should be numbered and named according to their order listed on your provided Submittal Checklist. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. Refer to our [Quick Guide](#) for additional information.

Plans & Documents

- 1) Noticing Checklist [Form NP](#) and materials.
- 2) Application and plan sets of all required items listed on the [Site Plan \(SP\) Checklist](#) as applicable to the proposed amount of entitlement sought by the master site plan.
- 3) Narrative that includes proposed entitlement period: minimum three years, maximum five years. This schedule should include the sequence for each phase, approximate size in are of each phase, and proposed phasing of construction of public improvements, parks, and common open space areas.
- 4) Draft design guidelines to direct design of the development over the entitlement period, if applicable.

- 5) Statement that following approval of a master site plan, the applicant shall submit to the department sequential individual site plans for specific areas within the master site plan. Each subsequent application shall be consistent with the approved master site plan and subject to conformance with Chapter 38 of the BMC and a decision consistent with BMC 38.740.090.B. If it does not, a modification to the master site plan is required.
- 6) Identify any infrastructure or site plan elements proposed for financial guarantee.
- 7) Detailed phasing plan that includes the following:
 - a) Proposed phase lines.
 - b) Proposed limit of construction for each phase.
 - c) Proposed plan for staging and phasing of construction, including storage of topsoil, spoils, and construction materials and equipment.
 - d) Phasing of infrastructure, utilities, irrigation mainline and related components, irrigation wells, streets, roads, pathways, and trails. If the entirety of the infrastructure is not proposed to be developed in the first phase, identify any means to provide adequate services (i.e., emergency services access to the site).

Other Required Forms

Depending on the scope of the project, supplemental checklist information may be required.

- [NP](#) or [NMP](#) (if noticing required)
- [CCOA](#) (if project is within NCOD)
- [DEM](#) (if demolition within the NCOD),
- [WR](#) (if wetlands are on site),
- [DITCH](#) (If a ditch is present on-site, within 100 feet of the exterior boundaries of the proposed development or is impacted by an offsite improvement regardless of the distance to the exterior development boundary)

Application Fee(s)

For the current application fee, see the current [Fee Schedule for Planning Review](#)

Contact Us

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