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# Commercial Site Review Guidance

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## Purpose

Commercial Site Review ensures your project meets zoning regulations, design standards, and infrastructure requirements before you apply for a building permit. This step focuses on site layout, access, landscaping, public utilities, and drainage—not structural details.

## When is it Required?

You need Commercial Site Review if your project involves:

- New commercial or multi-unit (3+) residential construction
- Additions, alterations, renovations, remodels that increase the size of an existing building by 25%.
- Change in Use of an existing building
- Any change to the site which alters zoning compliance

## Steps to Complete

1. Optional Pre-Development Consultation Meeting: Discuss requirements with Planning staff
2. Submit Your Site Plan: Include layout, access points, parking, landscaping, stormwater details, and utilities
3. Review & Feedback: City departments review your plan and provide comments
4. Revise & Resubmit: Address comments and submit updated plans
5. Approval: Receive a Site Plan Approval Letter or a Set of Approved, Stamped Plans. You'll need this before applying for or being issued a building permit

## Contact Information

Department of Community Development

Planning Division

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