



Final PDD/PC Site Plan Submittal Requirements

Development Services

Planning & Community
Development Division

300 W. Ash, Suite 201
Salina, KS 67401
785-309-5720

Once you have all of the required items ready for submittal please call to make an appointment for a “Pre-application meeting”. These meetings are typically scheduled on Fridays and can be on or before the filing deadline.

A Planning staff person will meet with you, review the documents and the application with the goal of confirming a complete submittal and then will advise you regarding the tentatively scheduled Planning Commission agenda date and details of further action required prior to that date.

Please do not simply drop off your drawings at the front desk.

A site development plan shall be prepared by a registered architect, engineer or surveyor at a scale of one inch equals fifty (50) feet, or one inch equals one hundred (100) feet on a tract of land containing five (5) acres or more, for any proposed development on property proposed for rezoning. The development plan shall include all of the following:

1. Proposed name of development
2. Location by legal description
3. Names, addresses and telephone numbers of applicant and designer of plans
4. Date, North Arrow, Scale of Plan (1:50 or 1:100)
5. Contours at two (2) foot intervals. Any area subject to one-hundred-year flooding shall be indicated
6. The boundary lines of the area included in the site plan, including angles, dimensions, and reference to a section corner, quarter corner or point on a recorded plat
7. Existing sewers, water mains, culverts and other underground facilities within the tract, indicating pipe sizes, grades, manholes and location
8. Location, arrangement and dimensions of proposed buildings and structures, together with related parking and loading area, entrances, exits vehicular drives, walkways, screening, drainage handling, public streets, and any existing easements.
9. A schedule indicating total floor area, land area, parking spaces, total estimated employment on site, building site coverage and any other quantities needed to determine compliance with this article
10. Preliminary sketches of building elevations depicting the general style, size and exterior construction materials of the buildings proposed
11. Location, height and type of walls and fences, lighting, signage and landscape material

(Section 42-412 of the Salina Municipal Code)