

Preliminary Plan Format Guidelines

Last Revised: 8/1/2017

Section One: Format of the Document

1. 24" x 36" document size, as a Pdf digital file provided on a CD along with any other submittal documents and paper copy(s) folded to approximately 8.5" x 11" size.
2. Drawn to an accurate engineering scale and shall not be greater than 1" to 100'
3. Titled "Preliminary Plan _____" at the top center of first page and in the Title Bar
(subdivision and lot)
4. Title Bar on the right hand side or at the bottom of each page
5. Development Data Table located at lower right-hand corner of first page
6. Location map of the Subject Property, located on the first page.
7. Scale, located on the first page
8. North Arrow, located on each page
9. Legend of Symbols used on the Document, located on the first page.

Section Two: Data Requirements

1. Title Bar, should contain the following information:
 - a) Plan Drafter Company name and address
 - b) Owner's name and address
 - c) Petitioner's name and address
 - d) Original and revision dates of the Document
2. Development Data Table should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and contain the following information:
 - a) Tax/Parcel Identification Number(s) (PINs)
 - b) Total Size of the Subject Property in acreage and square footage
 - c) Lot Coverage, (square footage and percent)
And broken down by:
 - i. buildings and pavement
 - ii. open space / landscaping
 - d) List of all proposed land use(s)
 - e) Total Number of parking spaces provided
And broken down by:
 - i. perpendicular
 - ii. parallel
 - iii. angled
 - iv. handicapped
 - v. enclosed
 - vi. bike
 - f) Number of buildings
Including:
 - i. Number of stories
 - ii. Square footage of Gross Floor Area (commercial use only)
 - g) Total Number of dwelling units (with gross and net density)
And broken down by:
 - i. Type of units
 - ii. Gross and Net density
 - iii. Square footage of units
 - iv. Bedroom Mix

3. Contiguous property information, depicted on EACH adjacent parcel, located on the first page.

Including:

- a) Location of adjacent access points, parking lots and buildings
- b) Identification of adjacent zoning classification
- c) Identification of adjacent land use

Section Three: Depicted on the Document

1. Bearing and dimensions of the exterior property lines, located on the first page.
2. Dimensions of the: Subject Property lines, proposed lot lines, building pads, setback lines, parking stalls and aisles, vehicle stacking, and truck maneuvering templates, located on all pages on which these items are depicted.
3. Existing and proposed public roads, streets, and alleys, width of right-of-way and paved surfaces, including existing and proposed sidewalks, located on all pages. Cross section detail of proposed roads, lanes, or alleys.
4. Schematic of existing or proposed public utility systems including the sizes of sanitary sewers, storm sewers, water lines, and street lights, located on all pages. .
5. Proposed grading including berming indicating the height and location, located on the first page.
6. Locations of proposed signage, fencing, and trash enclosures - indicating ONLY the height, location, and setback from all property lines.
7. Purpose for which sites, other than residential lots, are dedicated or reserved.
8. Proposed Topography of the Subject Property at two-foot contour intervals drawn at not less than one (1) inch equals two hundred (200) feet, located on the first page.
9. Identification of any Plan Description Parcel(s), located on the first page.
10. Indicate a general bubble of existing vegetation by type on the plan, such as a “wooded area of high quality species”, or “wetlands”, located on the first page. A tree or vegetation survey is not required at this time.

Section Four: Signature Certificates, Statements and Easement Provisions

[Click Here](#) for examples of these blocks

1. No signature certificates, statements and easement provisions are required on this Document.

Section Five: Most Common Mistakes

1. Each platted lot (existing or proposed) should have a separate Preliminary Plan which conforms to the Format Guideline.
2. The information in the table does not match the information on the plan.
3. All setbacks should be labeled simply “Setback Line” verses “Building Setback Line” or “Parking Setback Line” or “Signage Setback Line” etc.
4. Parking spaces should meet the City’s standard parking stall dimensions pursuant to Section 5.13-3.2.I. Parking Stalls of the Aurora Zoning Ordinance. For Example: A 90° parking stall should be a minimum of 9’ in width and 19’ in depth with the exception that a parking stall may be reduced to 17’ in depth with a 2’ overhang onto unobstructed open space or onto a walkway/sidewalk area if said walkway/sidewalk width is not reduced to less than 3’.
5. The following items should NOT appear on the Document:
 - a. Existing and Proposed Vegetation and plantings – This should be included in the Landscaping Plan.
 - b. Details and Elevations for signage, fencing, or trash enclosure – details (other than height, location, and setback from all property lines) – This should be included in the Building and Signage Elevations.