City of Florence

Pre-Application Conference

Applicant: Date:

Site Address:

Contact Number: Map Number: Tax Lot:

Mailing Address (if different):

Proposal Description:

Site Plan Included with Application

_____   _____

Applicant Signature   Date

_____   _____

Applicant Signature   Date

What Information Do We Need?

The Site Plan (which should be to scale) should include the following, as applicable:

- ☐ North Arrow
- ☐ Property Lines and Lot Dimensions
- ☐ Lot Access
- ☐ Parking Layout
- ☐ Square Footage and Dimensions of Buildings
- ☐ Exterior Lighting Layout
- ☐ Building Setbacks
- ☐ Abutting Roadways/Alleys
- ☐ Fire Hydrant Locations (existing and proposed)
- ☐ Storm runoff and Drainage
- ☐ Garbage Bin Location
- ☐ Surface Characteristics of Finished Lot (Pervious or Impervious)

Other information needed includes type of construction, building height, number of stories, exact type of use(s) proposed, and type of fire protections (alarm, sprinklers, etc.).