



DEVELOPMENT SERVICES CENTER



DSC Information Notice #178

August 9, 2011

Topics: Architectural Plans for Duplex Submittals and Phase I Environmental Site Assessment Reminder

Background

Architectural Plans for Duplex Submittals – A complete zoning review of the duplex site plan cannot be performed without the architectural plans, therefore, two copies of the architectural plans for a duplex must be submitted with the first site plan submittal to the DSC. The revised “Checklist for Duplex Site Plan Package Submittal” (showing the required two copies of the architectural plan) is posted on the [DSC Website](#). **Duplex site plan submittal packages without architectural plans will be rejected.**

Phase I Environmental Site Assessments – Reminder – Please refer to [DSC Information Notices #113 & #130](#) – Make sure a Phase I Environmental Site Assessment is provided with the submittal of conditional rezoning, rezoning, or conditional use permit applications for proposed permanent or temporary residential uses or mixed-use development that includes residential uses. In addition, submittal packages for preliminary subdivision and site plans for proposed permanent or temporary residential uses or mixed-use development and reservations and dedications of public property must also provide a Phase I Environmental Site Assessment with the first submittal. Failure to provide the Phase I Environmental Site Assessment may result in the rejection of the application or development plat/plan for processing.

Exempt from this requirement are individual single-family and duplex site plans.

Effective Date: Immediately