

Project Narrative Guidelines

A project narrative should include:

- 1) Basic description of project including:
 - The square footage and intended use of the proposed buildings.
 - The square footage, number of units and number of buildings if the project is residential.
 - The number of proposed parking spaces.
 - The type of building construction.
 - Proposed landscaping.
- 2) Location:
 - The legal description and street address of the property.
 - Describe the characteristics of the surrounding neighborhood.
- 3) Describe the existing site characteristics including:
 - General site topography.
 - Existing vegetation and any plans for retention.
 - Critical or sensitive areas including streams wetlands and geologic hazards.
 - Any existing improvements or structures.
- 4) Ownership:
 - Identify property owner(s).
 - Identify party responsible for the project.
- 5) Infrastructure:
 - Describe proposed infrastructure improvements , including
 - Street and frontage improvements
 - Water, sewer, power,
 - Other planned utilities
 - Describe method to treat and regulate stormwater runoff.
- 6) Grading:
 - Proposed grading quantities
 - Proposed erosion control
- 7) Scheduling:
 - Outline a general project schedule and anticipated construction start date and time to completion.