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.