



Site Plan Review Checklist

Project Name: _____

As required by **Section 4.02: Submission Requirements** of the Zoning Ordinance No. 114, a required site plan shall include the entire site under the control or ownership of the applicant with all areas proposed for improvement shown. Unplanned areas of the site shall also be shown.

All site plans submitted for consideration shall include the following information.
If one of the following categories is not applicable, provide details in the "Notes" column below.

	Provided	Notes
General Site Data		
a. The site plan shall be prepared by and carry the seal and signature of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it, and shall consist of one or more sheets necessary to adequately provide the required data.	<input type="checkbox"/>	
b. The dimensions of all improvements and yards shall be labeled in a manner that clearly indicates the plan's compliance with the applicable Zoning Ordinance standards and requirements.	<input type="checkbox"/>	
c. Northpoint. Scale should customarily be provided at 1" = 20' or 1" = 30'. For largescale development, 1" = 50' or 1" = 100' may be acceptable, provided all important typical areas and Ordinance requirements are thoroughly detailed in clearly recognizable form and presented at the customary scale.	<input type="checkbox"/>	
d. Complete legal description.	<input type="checkbox"/>	
e. Size of the site expressed in acres.	<input type="checkbox"/>	
f. A legible location map (4 inches = 1 mile) showing major roads, nearby cross- streets and property lines, where necessary.	<input type="checkbox"/>	
g. Zoning of site and all surrounding property.	<input type="checkbox"/>	
h. Proposed address, if available.	<input type="checkbox"/>	
i. Location of existing structures and improvements onsite (indicate if any such structure or improvement is to be removed).	<input type="checkbox"/>	
j. Location of proposed structures and improvements.	<input type="checkbox"/>	

	Provided	Notes
k. Yards/setbacks and critical dimensions between buildings and other site improvements.	<input type="checkbox"/>	
l. Existing improvements (buildings, parking, driveways, sidewalks, signs, fences, walks etc.) within two hundred (200) feet of all property lines.	<input type="checkbox"/>	
m. Topography at two (2) foot contours (existing and proposed), if site drainage is affected. All grades shall be provided using USGS Datum.	<input type="checkbox"/>	
n. Recorded easements.	<input type="checkbox"/>	
Building Plans		
a. All architectural building elevations (front, sides and rear).	<input type="checkbox"/>	
b. Type of surface material and design of all exterior surfaces.	<input type="checkbox"/>	
c. Dimensioned floor plans.	<input type="checkbox"/>	
Access, Parking and Circulation		
a. Existing and proposed rights-of-way for all abutting roads.	<input type="checkbox"/>	
b. Location and dimensions of all driveways and street approaches.	<input type="checkbox"/>	
c. Indicate the type of surface (paving).	<input type="checkbox"/>	
d. Parking spaces (location, number, dimensions, aisle dimensions, and surface material).	<input type="checkbox"/>	
e. Site circulation pattern (direction of pedestrian and vehicular traffic flow if one- way or not obvious from the arrangement).	<input type="checkbox"/>	
Environmental Features		
a. Complete landscaping plan, including ground cover and the location, number, type and size of all proposed plantings.	<input type="checkbox"/>	
b. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist, or where such vegetation will be planted prior to occupancy.	<input type="checkbox"/>	

	Provided	Notes
c. Whenever a tree or group of trees of six (6) inch caliper or greater is to be removed as part of the planned improvements, its or their location shall be shown on the site plan in dotted outline and noted "to be removed."	<input type="checkbox"/>	
d. Greenbelts, walls and/or berm details (provide at least one cross-section for each type used.).	<input type="checkbox"/>	
e. Treatment of all undeveloped areas (such as seeded, sodded, plantings, maintenance or other).	<input type="checkbox"/>	
f. Trash receptacles and method of screening.	<input type="checkbox"/>	
g. Site lighting details (location, height, type, intensity and shielding).	<input type="checkbox"/>	
h. All signage to be located on site (including location, size, height, area of sign surface, and illumination).	<input type="checkbox"/>	
i. Location and extent of wetland areas or floodplains (if applicable).	<input type="checkbox"/>	
Other Information		
a. Location of all site utilities, including well or septic system.	<input type="checkbox"/>	
b. Site drainage characteristics and improvements.	<input type="checkbox"/>	
c. Park or recreation areas (show boundary and size in square feet).	<input type="checkbox"/>	
d. Fences, screen wall or similar structure (location and details).	<input type="checkbox"/>	
e. Statistical data shall be furnished, including: number of dwelling units; size of dwelling units (i.e., 1-bedroom, 2-bedrooms and 3-bedrooms), if any; and the total net acreage involved. (In the case of mobile home parks, the size and location of each mobile home site shall be shown).	<input type="checkbox"/>	
f. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions and other data of all such equipment and/or machinery shall be indicated.	<input type="checkbox"/>	
g. Location of storage, use and disposal areas, if any, for hazardous substances and evidence of approval by the applicable federal, state or local review agency.	<input type="checkbox"/>	
h. List of hazardous substances used, stored or generated at the proposed facility.	<input type="checkbox"/>	