

The following items are required on the drawing for final plan approval, unless waived by the Zoning Administrator or Planning Commission. Please include this checklist with the Zoning Administrator prior to submitting your application.

INITIAL

Site Plan Descriptive and Identification Data

- title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions _____
- scale and north-point _____
- location map drawn to a separate scale with north point, showing surrounding land, water features, zoning and streets within a quarter mile _____
- legal and common description of property _____
- identification and seal of architect, engineer, or land surveyor who prepared drawings _____
- zoning classification of petitioner's parcel and all abutting parcels _____
- proximity to section corner and major thoroughfares _____
- net acreage (minus rights of way) and total acreage _____

Site Data

- existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site _____
- topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark _____
- proposed lot lines, lot dimensions, property lines, setback dimensions, structures, and other improvements on the site and within 100 feet of the site _____
- location of existing drainage courses, streams and wetlands _____
- all existing and proposed easements _____
- location of exterior lighting (site and building lighting) _____
- location of trash receptacle(s) and transformer pad(s) and method of screening _____
- extent of any outdoor sales or display area _____

Access and Circulation

- dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights of way or access easements _____
- opposing driveways and intersections within 250 feet of site _____
- cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness _____
- dimensions of acceleration, deceleration, and passing lanes _____
- dimensions of parking spaces, islands, circulation aisles and loading zones _____
- calculations for required number of parking and loading spaces _____
- designation of fire lanes _____
- traffic regulatory signs and pavement markings _____
- location of existing and proposed sidewalks/pathways within the site or right of way _____
- location, height, and outside dimensions of all storage areas and facilities _____

Landscape Plans

- general location of existing trees; _____
- location, sizes, and types of existing trees six (6) inches or greater in diameter, with an identification of materials to be removed and materials to be preserved; _____
- description of methods to preserve existing landscaping; _____
- the location of existing and proposed lawns and landscaped areas; _____
- landscape plan, including location and type of proposed shrubs, trees, and other plant material; _____

- landscape irrigation plan _____
- planting list for proposed landscape materials with caliper size or height of material _____
method of installation, botanical and common names, and quantity _____

Building and Structure Details

- location, height, and outside dimensions of all proposed buildings or structures _____
- building floor plans and total floor area _____
- details on accessory structures and any screening _____
- location, size, height and material of construction for all obscuring wall(s) or berm(s) with _____
cross sections, where required _____
- building facade elevations for all sides, drawn at an appropriate scale _____
- description of exterior building materials and colors _____
- digital renderings illustrating the appearance of the site both before and after site development _____
shall be required for any proposal that includes more than fifty dwellings or has more than _____
50,000 square feet of floor area _____

Information Concerning Utilities, Drainage, and Related Issues

- location of sanitary sewers and septic systems, existing and proposed _____
- location and size of existing and proposed water mains, well sites, water service, storm _____
sewers loads, and fire hydrants _____
- conceptual drainage plan _____
- stormwater drainage and retention/detention calculations _____
- site grading, drainage patterns and other stormwater management measures _____
- stormwater retention and detention ponds, including grading, side slopes, depth, high water _____
elevation, volume and outfalls _____
- location and size of underground storm sewers and drains _____
- location of above and below ground gas, electric and telephone lines _____
- location of transformers and utility boxes _____
- size, height and method of shielding for all site and building lighting _____
- location, size, height, and lighting of all proposed site and wall signs _____
- photometric grid indicating lighting intensities on the site and at all site boundaries _____

Additional information required for Multiple Family Residential Development only

- the number and location of each type of residential unit (one bedroom units, two bedroom units) _____
- density calculations by type of residential unit (dwelling units per acre) _____
- garage and/or carport locations and details, if proposed _____
- mailbox clusters _____
- location, dimensions, floor plans and elevations of common building(s), if applicable _____
- swimming pool fencing detail, including height and type of fence, if applicable _____
- location and size of recreation and open space areas _____
- indication of type of recreation facilities proposed for recreation area. _____