



## **Full Site Plan Submittal Checklist**

**The following information must be included on all Full Site Plans submitted for review:**

### **Filing Requirements**

- Site Plan Review application.
- Filing fee per fee schedule.
- Seven (7) sets of plan documents and one (1) 11" x 17" reproduction of the plan.

### **Plan Preparation Requirements**

- All plans to be drawn on uniform sheets no greater than 30" x 42".
- All plans to be drawn to an engineering scale not to exceed 1" = 50' or less than 1" = 20', with a north arrow oriented to the top of the sheet.
- All plans to be clear, legible and accurately scaled.
- If more than one plan per set, all required plans in each set to be stapled along the left margin.

### **Plan Requirements**

#### ***General:***

- Name, address, and phone number of property owner and applicant.
- Professional seal, signature, address and telephone number of firms/professionals involved in preparation of the site plan.
- Legal description of property, including parcel area.
- Vicinity map showing closest major cross streets, zoning and existing land use of adjacent parcels.
- If the project or building is located in a local or other historic district, it must be noted on the first sheet of the plan.

#### ***Locations of :***

- Property lines and lot dimensions.
- All recorded and unrecorded easements.
- Existing and proposed topography depicted in two-foot contour lines labeled with USGS datum.
- USGS first floor elevation of all buildings.

## Full Site Plan Submittal Checklist (continued)

- Location, dimensions, area and use of existing and proposed buildings on site, and location and use of all buildings on adjacent properties within 200 feet.
- Identification of any buildings or structures to be demolished on the site.
- Identification, age, and existing and proposed use of any buildings or structures 50 years old or older on the site.
- Building setbacks on front, side and rear and spacing between buildings on site.
- Location and type of natural features on site and on adjacent properties such as woods, wetlands, streams, rivers, lakes, drains, 100-year flood plain, etc.
- Soil erosion control/site grading measures.
- Access, both pedestrian and vehicular, showing approach type, dimensions, materials to be used, radii on curb returns and points of ingress and egress.
- Location and dimensions of proposed traffic control measures including acceleration, deceleration and passing lanes, traffic signals, etc.
- Location, alignment, type and width of any existing or proposed sidewalks, pedestrian pathways, or bike paths.
- Off-street parking and loading areas showing location, number and typical dimensions of standard and handicap spaces, and location and dimension of loading areas.
- Adjacent rights-of-way including private driveways, curb, gutter, sidewalks, median islands, streetlights, hydrants.
- Location of existing and proposed water main and/or water service, and fire hydrants.
- Location of existing and proposed sewer main and/or sewer lead.
- Location of existing and proposed storm water structures and systems.
- Location of private utilities including electric, gas, phone, cable, etc.
- Location of refuse disposal area and proposed screening.
- Location, height, type and wattage of existing and proposed lighting fixtures, structures or poles, including shielding to be used.
- Location, size and height of existing and proposed signs, including directional signs and regulatory signs (e.g., "No Parking - Fire Lane").
- Location and specifications for all fences, walls or other screening materials.

### ***Landscape Plan / Tree Protection / Groundwater Protection:***

- Greenbelt, buffer, parking lot, entranceway and interior landscaping.
- Height and length of any walls, walks or fences, including type of materials to be used.
- A plant schedule indicating the number, size at planting, and species of all proposed plant material.
- Location of existing and proposed street trees within public road right-of-way.
- Location of closest water supply for irrigation of planting areas.
- Details for berms including slope, height, and width.
- A tree inventory for woodland protection areas shown on the plan and identifying all trees 10" Diameter at Breast Height (d.b.h.) or more by size, common name, botanical name, and general condition within the area of construction and whether they are to remain, to be removed, or to be transplanted. Trees located in areas where construction will not occur do not need to be inventoried.

## **Full Site Plan Submittal Checklist (continued)**

- Details showing how trees designated to remain are to be protected.
- Ground water protection measures and hazardous materials storage and containment measures, if applicable.

### ***Calculations:***

- Gross area of site.
- Net area of open space exclusive of buildings, parking areas, drives and other developed areas.
- Net area of proposed off-street parking lots.
- Net area of interior parking lot landscaping.
- Area of any regulated wetlands.
- Number of parking spaces required per ordinance.
- Number of parking spaces provided.
- Number of residential units by type.
- Net useable floor area by type of use.
- Estimated number of vehicle trips per day generated by the proposed use (if greater than 1,000 trips per day, a Traffic Impact Analysis may be required by the city's traffic engineer).

**Contact the city Planning Office at (269) 337-8044 with any questions.**