

# PRELIMINARY SITE PLAN CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquent taxes.
- Payment of all review fees (see Schedule of Fees).
- Six (6) 24" x 36" copies of the plan/plat (**unbound and folded to 9" x 12"**) and one (1) 11" x 17" copy of the plan/plat as described on the checklists for the plan/plat being submitted, as well as all other exhibits (such as civil engineering plans, legal descriptions, landscape plans, etc...) required on the checklists.
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plans.
- Six (6) 24" x 36" copies (**unbound and folded to 9" x 12"**) and one (1) 11" x 17" copy of the plan containing the following information:
  - Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
  - Location map, north arrow, scale, title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date.
  - Name, address and phone number of land owner(s) and applicant(s).
  - Site data summary table with the following information:
    - Zoning
    - Proposed Use
    - Lot Area, excluding right-of-way (square footage and acreage)
    - Building Area (gross square footage)
    - Building Height (feet and number of stories)
    - Lot Coverage
    - Floor Area Ratio (for non-residential zoning)
    - Total Parking Required (with ratio)
    - Total Parking Provided
    - Handicap Parking Required, including van accessible
    - Handicap Parking Provided, including van accessible
    - Interior Landscaping Required
    - Interior Landscaping Provided
    - Square footage of Impervious Surface
    - Open Space Required
    - Open Space Provided
    - For multi-family developments: number of dwelling units with number of bedrooms
  - Existing and proposed topography at five (5) foot contours or less, including drainage channels and creeks, as appropriate for the size of the subject property, and shown in a manner as to not clutter the plat.
  - Existing topography at two (2) foot contours or less.
  - Natural features including tree masses and anticipated tree loss, floodplain, drainage ways, wetlands and creeks.
  - Proposed reclamation of floodplain area(s), if applicable, with acreage.

- Existing improvements and ultimate roadway configuration within two hundred (200) feet of the subject property, including the subdivision name, zoning, and land use description of the property adjacent to the subject property.
- Existing easements and property lines within one hundred (100) feet of the subject property.
- Building locations, building size and dimensions, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use.
- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii, and surface type.
- Visibility easements.
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.
- Nearest existing fire hydrants dimensioned to property corner, and all proposed fire hydrants.
- Proposed detention areas.
- Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than ninety (90) degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions.
- Access easements and off-site parking.
- Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, floodplain, and facility sites with gross and net acreage.
- Screening walls, fences, living screens, headlight screens, and service area screens, including conceptual height and type of construction and/or planting.
- Dumpsters, located to minimize visibility, and including dimensions, height and material of associated screening wall.
- Landscaping islands and open space areas with dimensions.
- Phases of development, including delineation of areas, building sites, land use, and improvements to be constructed in independent phases.
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.
- Standard language and/or notations, as follows:

Any revision to this plan will require town approval and will require revisions to any corresponding plans to avoid conflicts between plans.

- 1) Dumpsters and trash compactors shall be screened in accordance with the Zoning Ordinance.
- 2) Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
- 3) Outdoor lighting shall comply with the lighting and glare standards contained within the Zoning Ordinance and Subdivision Ordinance.
- 4) Landscaping shall conform to landscape plans approved by the Town.
- 5) All elevations shall comply with the standards contained within the Zoning Ordinance.
- 6) Buildings of 5,000 square feet or greater shall be 100% fire sprinkled. Alternative fire protection measures may be approved by the Fire Department.
- 7) Fire lanes shall be designed and constructed per town standards or as directed by the Fire Department.
- 8) Two points of access shall be maintained for the property at all times.
- 9) Speed bumps/humps are not permitted within a fire lane.

- 10) Handicapped parking areas and building accessibility shall conform to the Americans with Disabilities Act (ADA) and with the requirements of the current, adopted Building Code.
  - 11) All signage is subject to Building Official approval.
  - 12) All fences and retaining walls shall be shown on the Site Plan and are subject to Building Official approval.
  - 13) All exterior building materials are subject to Building Official approval and shall conform to the approved façade plan.
  - 14) Sidewalks of not less than six (6') feet in width along thoroughfares and collectors and five (5') feet in width along residential streets, and barrier free ramps at all curb crossings shall be provided per Town standards.
  - 15) Approval of the Site Plan is not final until all engineering plans are approved by the Engineering Department.
  - 16) Site Plan approval is required prior to grading release.
  - 17) All new electrical lines shall be installed and/or relocated underground.
  - 18) All mechanical equipment shall be screened from public view in accordance with the Zoning Ordinance.
  - 19) All landscape easements must be exclusive of any other type of easement.
- In addition, the following plans and associated checklists shall be submitted with a Preliminary Site Plan application:
- Conceptual Façade Plan
  - Preliminary Utility Plan
  - Preliminary Drainage Plan
  - General Tree Survey

Preparer's Signature \_\_\_\_\_