

SITE PLAN CHECKLIST

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).
- For development cases: 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 a 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, space for the Town project number (provided at the time of case submittal), and preparation date.
 - Name, address and phone number of land owner(s) and applicant(s).
 - Site data summary table
 - 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
 - Natural features including tree masses and anticipated tree loss, drainage ways, wetlands and creeks.
 - Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." A floodplain reclamation study will be required with the Final Plat if necessary.

- Existing and proposed Fully Developed 100-year floodplain. All floodplain data shall be for urban developed conditions upstream.
- Existing and proposed improvements 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.
- Existing and proposed easements, including visibility easements.
- Building locations, building size and dimensions, intensity, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use.
- Finished floor elevation of structures referenced to sea level datum.
- 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.
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.
- 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 any off-site parking.
- Location of off-street loading areas, dumpsters, and trash compactors with height and material of screening (these shall be located to minimize visibility).
- Proposed dedications and reservations of land for public use including but limited to: rights of way, easements, park land, open space, drainage ways, floodplains, and facility sites with gross and net acreage. All dedications shall be free and clear of all encumbrances at the time of dedication.
- Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification.
- Landscape islands with dimensions and open space areas with dimensions and total square footage.
- Proposed detention areas.
- Inlets, culverts and other drainage structures on-site and immediately adjacent to the site.
- Include water meter schedule for domestic, irrigation and fire line.
- 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') 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) Impact fees will be assessed in accordance with the land use classification(s) identified on the Site Data Summary Table; however, changes to the proposed land use at the time CO and/or finish-out permit may result in additional impact fees and/or parking requirements.
- Other plans and associated checklists which are required to be submitted with a Site Plan:
 - Civil Engineering Plans
 - Final Plat or Replat
 - Facade Plan
 - Open Space Plan
 - Landscape Plan
 - Irrigation Plan
 - Screening Plan
 - Detailed Tree Survey

Preparer's Signature _____