

SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

INSTRUCTIONS:

- Use the attached list to verify the completeness of the site plan request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Signed and complete checklist.
- Attach the completed checklist with the annexation request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

A Site Plan application shall be accompanied by the following materials:

- A fully completed Development 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 Letter of Intent (LOI) describing the project.
- A current tax certificate or statement showing there are no delinquent taxes.
- Payment of all review fees (see Schedule of Fees)
- .dwg and .pdf files of all plans
- Complete set of Civil Plans, please refer to the Civil Engineering Plan Checklist.
- Complete set of Landscape Plans, please refer to the Landscape Plan Checklist.

The following checklists is not intended to be a definitive list of all information. **Items listed in bold and marked with an " * " are required information. Submittals shall be rejected if denoted items are not included.**

- Plans shall contain 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 the landowner(s) and applicant(s)
 - Fencing locations, heights, and material (may be a separate exhibit if needed)
 - Site data summary table with the following information and appropriate column totals:***
 - 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) - the highest roof surface above grade plane
 - 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 the 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 a 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.
 - Show Perimeter landscape easements and setbacks, hike and bike trail easements (existing and proposed) and hatch berm locations.
 - Show all existing power poles, utility, or irrigation boxes.
 - Connect new hike and bike trails to existing trails with walks.
 - Hike and bike trail alignment if required by the Trail Master Plan (Verify with Parks)
 - 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, or
 - 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 are 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 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 not limited to rights-of-way, easements, park land, open space, drainage ways, floodplain, and facility sites with gross and net acreage. All dedications shall be free and clear of all encumbrances at the time of dedication.
- Hike and bike trail alignment if required by the Trail Master Plan (Verify with Parks)
- Nearest existing fire hydrants dimensioned to property corner, and all proposed fire hydrants.***
- Proposed retention/detention areas
- Screening walls, fences, living screens, retaining walls, headlight screens, and service area screens, including height and type of construction and/or planting specification.
- Landscaping islands and open space areas with dimensions and total square footage
- The location of all roof and ground-mounted HVAC equipment
- Inlets, culverts, and other drainage structures on-site and immediately adjacent to the site
- Include water meter schedule for domestic, irrigation, and fire lane.
- 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 per the Zoning Ordinance.
 - 2) Open storage, where permitted, shall be screened per 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) Occupant notification per this section and 907.5 shall be required for all new construction, or existing construction complying with the International Building Code, for renovations to existing buildings, tenant spaces, changes in occupancy, replacement, or modification of the existing fire alarm system, or as required by the Fire Code Official, for all buildings or spaces provided with an approved automatic sprinkler system.
 - 8) Fire lanes shall be designed and constructed per Town Standards or as directed by the Fire Department.
 - 9) Two points of access shall be always maintained for the property.
 - 10) Speed bumps/humps are not permitted within a fire lane.
 - 11) Fire lanes shall be provided within 150 feet of all exterior walls of any building for hose lay requirements. Amendment 503.1.1
 - 12) The fire lane shall be a minimum of 24 feet wide. Amendment 503.2.1
 - 13) Buildings more than 30 feet in height are required to have a minimum of a 26-foot-wide fire lane in the immediate vicinity for firefighting operations of the building. One of the 26-foot-wide fire lanes shall be located a minimum of 15 feet from the building and no more than 30 feet. Appendix D105
 - 14) The inside turning radius of the 24-foot fire lane shall be a minimum of 30 feet. Amendment 503.2.4
 - 15) The inside turning radius of the 26-foot fire lane shall be a minimum of 30 feet. Amendment 503.2.4
 - 16) Dead-end fire lanes are only permitted with approved hammerheads.

- 17) Fire hydrants shall be provided at the entrances and intersections. Landscape around the Fire Hydrant shall be no higher than 12 inches at the mature height. Amendment 507.5.1
- 18) As properties develop, fire hydrants shall be located at all intersecting streets and the maximum spacing shall be every 300 feet (300') for all developments, and facilities other than R3. R-3 developments shall be every 500 feet (500'). Distances between hydrants shall be measured along the route that fire hose is laid by a fire apparatus from hydrant-to-hydrant, not as the "crow flies." Amendment 507.5.1
- 19) Fire department connection (FDC) for the fire sprinkler system shall be located within 50 feet of a fire hydrant and 50 feet of a fire lane. 5" Storz, 30-degree downward turn with locking cap. Amendment 507.5.1
- 20) Fire hydrants shall be located 2 foot (2') to 6 foot (6') back from the curb or fire lane and shall not be located in the bulb of a cul-de-sac. Amendment 507.5.1
- 21) There shall be a minimum of two (2) fire hydrants serving each property within the prescribed distances listed above. A minimum of one fire hydrant shall be located on each lot. Amendment 507.5.1
- 22) A minimum 10-foot unobstructed width shall be provided around a building for adequate Fire Department access. A continuous row of parking and landscaping shall be considered a barrier. Amendment 503.1.1
- 23) The maximum dead-end cul-de-sac length shall not exceed six hundred feet (600') as measured from the centerline of the intersection street to the center point of the radius. Amendment 503.1.5
- 24) One-and two-family dwellings automatic fire systems. Automatic fire protection systems per NFPA 13D or NFPA 13R shall be provided in all one-and two-family dwellings with a conditioned floor area of 5,500 square feet (511 m2) or greater, dwellings three (3) stories or greater, or dwellings with roof heights exceeding thirty-five feet (35') from grade. IRC-2015 Amendment R313.2
- 25) 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.
- 26) All signage is subject to Building Official approval.
- 27) All fences and retaining walls shall be shown on the Site Plan and are subject to Building Official approval.
- 28) All exterior building materials are subject to Building Official approval and shall conform to the approved façade plan.
- 29) 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.
- 30) Approval of the Site Plan is not final until all engineering plans are approved by the Engineering Services Department.
- 31) Site Plan Approval is required before the grading release.
- 32) All new electrical lines shall be installed and/or relocated underground.
- 33) All mechanical equipment shall be screened from public view per the Zoning Ordinance.
- 34) All landscape easements must be exclusive of any other type of easement.
- 35) Impact fees will be assessed per the land use classification(s) identified on the Site Data Summary Table; however, changes to the proposed land use at the time of CO and/or finish-out permit may result in additional impact fees and/or parking requirements.
- 36) The approval of a Site Plan shall be effective for eighteen (18) months from the date of approval by the Planning & Zoning Commission, at the end of which time the applicant must have submitted and received the approval of engineering plans and building permits. If the engineering plans and building permits are not approved, the Site Plan approval, together with any preliminary Site Plan for the property, is null and void.
- 37) The Town currently contracts with CWD for waste disposal services. They may be contacted at 972-392-9300.

o Also, the following plans and associated checklists shall be submitted with a Site Plan application:

- o Civil Engineering Plans (Including landscape and Irrigation plans)
- o Landscape Plans
- o Final Plat or Replat
- o Façade Plan
- o Open Space Plan
- o Screening Plan

- Detailed Tree Survey

Preparer's Signature _____