

OPEN SPACE 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 open space 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.

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 submitted to the Town for review shall include the following plans:

- Title block (located in the lower right 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***
- Scale (appropriate for level of detail)
- Legend, if abbreviations or symbols are used
- Name, address, and phone number of owner, applicant, and surveyor
- Locations of buildings, driveways, parking, sidewalks, landscape islands, and streets
- Hatch areas of open space and label the square footage of individual areas of open space***
- A table listing the percentage and square footage of open space required and provided***
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

*Please note that open space shall consist of any element that is not one of the following:

1. Vehicular parking
2. Parking lot landscape islands
3. Building footprint
4. Utility yards

5. Required landscape easements, setbacks, or any other required landscaping as listed in Chapter 2, Section 4 of the Zoning Ordinance
6. Sidewalks, unless the sidewalk is designated as an outdoor dining area on the approved Site Plan
7. Retention/detention ponds. Retention/detention ponds that are located between the building and street and contain a constant water level, are landscaped, or otherwise treated as an amenity for the development, as determined by the Director of Development Services or his/her designee, may be calculated toward the required open space.

Preparer's Signature _____