

# OPEN SPACE PLAN CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

One (1) 24" x 36" copy and one (1) 11" x 17" copy of 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. Detention ponds. 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 \_\_\_\_\_