

SITE PLAN REVIEW CHECKLIST

For Office Use Only:

Case No: _____

Date Reviewed: _____

Date Approved: _____

Project Name: _____

Project Address: _____

Submission Requirements: The Site Plan or expanded Preliminary Plat shall include the following data, details, and supporting plans which are found relevant to the proposal. The number of pages submitted will depend on the proposal's size and complexity. The applicant shall make notations explaining the reasons for any omissions. Site Plans shall be prepared by a registered professional engineer, architect, or landscape architect at a scale of 1 inch equals 20 feet, on standard 24" x 36" sheets. The following Items need to be included on the Site Plan:

	<u>Yes</u>	<u>No</u>
A. Name of project, address, boundaries, date, north arrow and scale of plan.	<input type="checkbox"/>	<input type="checkbox"/>
B. Name and Address of the owner of record, developer, and seal of the Engineer, architect, or landscape architect.	<input type="checkbox"/>	<input type="checkbox"/>
C. Name and Address of all owners of abutting parcels.	<input type="checkbox"/>	<input type="checkbox"/>
D. All existing lot lines, easements, and rights-of-way. Include area in acres or square feet, abutting land uses and structures.	<input type="checkbox"/>	<input type="checkbox"/>
E. The location and use of all existing and proposed structures within the development. Include all dimensions of height and floor area, and show all exterior entrances and all anticipated future additions and alterations. For development in the Central Business District (CBD), indicate design details to make new construction compatible with existing structures.	<input type="checkbox"/>	<input type="checkbox"/>
F. The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, and fences. Location, type, and details for all waste disposal containers shall also be shown.	<input type="checkbox"/>	<input type="checkbox"/>
G. The Zoning Administrator may require location, height, intensity, and bulb type (e.g., florescent, sodium incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown.	<input type="checkbox"/>	<input type="checkbox"/>
H. The location, height, size, materials, and design of all proposed signage.	<input type="checkbox"/>	<input type="checkbox"/>
I. The Zoning Administrator may require a landscape plan showing all existing trees, forest cover and water sources, and all proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas.	<input type="checkbox"/>	<input type="checkbox"/>
J. The location of all present and proposed utility systems including:		
1) sewerage system,	<input type="checkbox"/>	<input type="checkbox"/>
2) water supply system,	<input type="checkbox"/>	<input type="checkbox"/>

		<u>Yes</u>	<u>No</u>
	3) telephone, cable, and electrical systems, and	<input type="checkbox"/>	<input type="checkbox"/>
	4) storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes, and drainage swells	<input type="checkbox"/>	<input type="checkbox"/>
K.	Plans to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water tables, and flooding of other properties, as applicable.	<input type="checkbox"/>	<input type="checkbox"/>
L.	Existing and proposed topography shown at not more than two-foot contour intervals. All elevations shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the 100-year flood plain, the area shall be shown, with based flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements.	<input type="checkbox"/>	<input type="checkbox"/>
M.	Zoning district boundaries adjacent to the site's perimeter shall be drawn and identified on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
N.	Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site.		
	The City Engineer may require a detailed traffic study for mixed use and multi-tenant developments, or for developments in heavy traffic areas to include:		
	1) The projected number of motor vehicle trips to enter or leave the site, estimated for daily peak hour traffic levels:	<input type="checkbox"/>	<input type="checkbox"/>
	2) The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site; and	<input type="checkbox"/>	<input type="checkbox"/>
	3) The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels, as well as road capacity levels, shall also shall be given.	<input type="checkbox"/>	<input type="checkbox"/>
O.	For new construction or alterations to any existing structure, a table containing the following information must be included:		
	1) Area of structure to be used for a particular use, such as retail operation, office, storage, etc.;	<input type="checkbox"/>	<input type="checkbox"/>
	2) Maximum number of employees;	<input type="checkbox"/>	<input type="checkbox"/>
	3) Maximum seating capacity, where applicable;	<input type="checkbox"/>	<input type="checkbox"/>
	4) Number of parking spaces existing and required for the Intended use; and	<input type="checkbox"/>	<input type="checkbox"/>
	5) A landscape plan for improving large areas of paved parking with appropriate landscaping may be required.	<input type="checkbox"/>	<input type="checkbox"/>
P.	For new construction or alterations to any existing structure, a detailed drawing containing ADA accessible requirements must be included:		
	1) ADA parking stalls with loading/unloading areas.	<input type="checkbox"/>	<input type="checkbox"/>
	2) Spot elevations for all ADA parking stalls	<input type="checkbox"/>	<input type="checkbox"/>
	3) Access aisles from parking area to building.	<input type="checkbox"/>	<input type="checkbox"/>
	4) All exterior entrances and direction of doors swings	<input type="checkbox"/>	<input type="checkbox"/>
	5) Details of curb cuts and ramps, include all dimensions.	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL COMMENTS: _____

CONTACT PERSON NAME: _____ PHONE NO. _____

ADDRESS: _____