

DEVELOPMENT SITE PLAN APPLICATION CHECKLIST

The applicant shall submit the application and accompanying material. If the information does not appear on or accompany the application, the proposal may not be scheduled for the Commission meeting requested.

- ❑ The Site Plan shall be of a scale not to be greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Commission can readily interpret the Plan, and shall include more than one (1) drawing where required for clarity.
- ❑ The property shall be identified by lot lines and location, including dimensions, angles, and size, correlated with the legal description of said property.
- ❑ The Site Plan shall be designed and prepared by a qualified land planner, registered professional architect, engineer or land surveyor. It shall also include the name and address of the property owner(s), developer(s), and designer(s) (and their seal).
- ❑ It shall show the scale, north point, boundary dimensions, natural features such as woodlots, streams, rivers, lakes, drains, topography (at least five (5) foot contour intervals; when terrain is irregular or drainage critical, contour interval shall be two (2) foot) and similar features.
- ❑ It shall show existing manmade features such as buildings, structures, easements, high tension towers, pipe lines, existing utilities such as water and sewer lines, etc., excavations, bridges, culverts, and drains and shall identify adjacent properties within one hundred (100) yards and their existing uses.
- ❑ It shall show the location, proposed finished floor and grade line elevations, size of proposed main and accessory buildings, their relation one to another and to any existing structures to remain on the site, and the height of all buildings and structures, as well as full color building elevation illustrations and materials proposed for the structures under consideration.
- ❑ It shall show the proposed streets, driveways, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas and identification of service lands, service parking and loading zones, in conformance with the requirements set forth in Section 10.400.0300.
- ❑ It shall show the location and size of all existing utilities (public and private) serving the property as well as the location and size of all proposed utilities to serve the property. All necessary utilities (public and private) will be available, functioning, and usable at the time any stage of the project or the total project is ready for occupancy.
- ❑ A Landscape Plan that meets the requirements of Section 10.400.0400, "Landscaping and Screening," shall be included as part of the Site Plans submitted.
- ❑ The location, height, and intensity of all exterior lighting.
- ❑ The location and type of trash pick-up proposed must be designated. With the exception of industrial districts screening must be shown.
- ❑ Location and screening of refuse areas and rooftop and ground mechanical equipment.
- ❑ Floor plan(s) showing specific uses within the proposed building.
- ❑ Any proposed alterations to the topography and other natural features shall be indicated.
- ❑ Wetland delineations for all wetlands present on the site.
- ❑ Existing and proposed grades with a minimum of two (2) foot contour intervals to a known sea level datum. The minimum finished grade of the parking and driving pavement areas shall not be less than one (1) percent.

- ❑ Provisions to carry runoff to the nearest adequate outlet, such as a storm drain, watercourse, ponding area or other public facility.
- ❑ Soil boring report indicating soil type, water table, and suitability of the soil for the proposed development, soil location and acres.
- ❑ Erosion control measures.
- ❑ Any other information deemed necessary by the City.
- ❑ "Concept Plans" may be presented to the Planning Commission for speculative buildings. Submittal deadline is the same for all items to be reviewed by the Commission.
- ❑ For those buildings where an approved concept plan has been submitted, a complete site plan reflecting all requirements will be required once the building is sold. These plans may be submitted up to the day before the Planning Commission meeting.
- ❑ If required for clarity, more than one drawing must be submitted
- ❑ A site location map that shows the site in relation to the surrounding area
- ❑ Name and address of property owner
- ❑ Show existing flood plain, flood fringe, and floodway areas.
- ❑ Show existing and proposed fire hydrants within three hundred (300) feet of the property.
- ❑ The location and dimensions of all accesses for fire and emergency vehicles.
- ❑ Provide calculations on site coverage of buildings, landscaped area, pavement and impervious surface coverage.
- ❑ Show conformance with the Comprehensive Plan.

Note: All plans, architectural drawings, renderings or other materials or visual aids either submitted to the Planning Commission or presented at their meeting shall become the property of the City and part of the permanent record of any approval.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE CITY ZONING OFFICIAL AT (320) 629-2575.