

Site Plan Checklist

*The Site Plan submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planning, or Civil Engineering.
(Should place stamp and seal on the appropriate drawings)*

- ___ 1. Vicinity Map
 - ___ a. Location of proposed site on City map; and
 - ___ b. Location of proposed site on Neighborhood Map (1"=400').
 - ___ c. Vicinity maps maybe shown on a cover sheet. Cover sheet is required for plans consisting of 3 or more sheets.
 - ___ d. The existing site features and site plan may be combined on one sheet.

- ___ 2. Site Plan
 - ___ a. Bearings
 - ___ b. Scale
 - ___ c. Boundary lines
 - ___ d. North arrow

- ___ 3. Planning Summary
 - ___ a. Existing zoning
 - ___ b. Master Plan land use category
 - ___ c. Existing zoning of adjoining parcels
 - ___ d. Acreage
 - ___ e. Building square footage
 - ___ f. Proposed use

- ___ 4. Title
Name of development.

- ___ 5. Developer/Owner
Name, Address, Telephone, and Fax Number of:
 - ___ a. Owner
 - ___ b. Developer
 - ___ c. Design professional
 - ___ d. Surveyor

- ___ 6. Legal Description
Property in title block, tract or lot number/subdivision name

- ___ 7. Stormwater Management Plan (SMP)
 - ___ A. Drainage Impact Study
Three sets (one set submitted to the Planning Commission office and two sets submitted directly to the Department of Public Works).

 - ___ B. Water Quality Impact Study (WQIS) as outlined in Chapter 15 of Unified Development Code
Three sets (one set submitted to the Planning Commission office and two sets submitted directly to the Department of Public Works).

_____ 8. Sewage Treatment

- _____ a. Indicate on the plat the method of sewage treatment
- _____ b. The proposed location of the sewage treatment plant

_____ 9. Traffic Impact Statement

Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact Study has been completed prior to being heard at the Planning Commission Meeting. Failure to have the statement prior to the Meeting will result in the items deferral/denial.

_____ 10. Existing Site Features

- _____ a. Tree/woodland survey; generalized tree communities
- _____ b. Topography at two (2) foot intervals in a CAD File Format
- _____ c. Proposed Grading Plan in a CAD File Format
- _____ d. Existing spot elevations
- _____ e. Identify geological hazards including fault lines
- _____ f. Label all one hundred (100) year flood zones and shade with an approved drafting pattern
- _____ g. Label all water features:
 - _____ Streams
 - _____ Lakes
 - _____ Ponds
- _____ h. Label all existing servitudes
- _____ i. Location of above/under ground existing utilities
- _____ j. Identify existing structures

_____ 11. Public Notification

The Applicant shall notify abutting property owners 15 days prior to meeting and provide proof of mailing. (See Section

_____ 12. Proposed Plan

- _____ a. Label
 - _____ Set backs for all proposed buildings
 - _____ Front
 - _____ Side
 - _____ Rear yard dimensions
- _____ b. Label
 - _____ Proposed lakes
 - _____ Ponds
 - _____ Wetlands
 - _____ Common areas
- _____ c. Label
 - _____ Conceptualized location of the following:
 - _____ Ditches
 - _____ Catch basins
 - _____ Onsite discharge

_____ 13. Streets

- _____ a. Dimension
 - ___ Existing streets
 - ___ Proposed streets

- Existing Major Streets
 - Proposed Major Streets
 - _____ b. Label
 - Existing streets
 - Proposed streets
 - Existing Major Streets
 - Proposed Major Streets
 - Existing surface type
 - Proposed surface type
 - _____ c. Show all
 - Frontage roads
 - Intersections
 - Egress/ingress ramps
 - Pavement width
 - Centerlines of the adjoining streets
 - Right of way
 - Existing traffic signals and control devices
 - Proposed traffic signals and traffic control devices

- _____ 14. Circulation/Parking
 - _____ a. Provide a table showing:
 - Required number of spaces for development (all phases)
 - Proposed number of spaces for development (all phases)
 - Proposed and required handicapped spaces
 - _____ b. Show all of the following:
 - Surface types
 - Turning radii,
 - Walkways routes for pedestrians
 - Accessibility routes for pedestrians
 - All pedestrian access points to building(s)
 - _____ c. Dimensions of parking space;
 - _____ d. Angle of proposed parking (if less than 90 Degrees); and
 - _____ e. Proposed bus stop(s) when on a CTC route.

- _____ 15. Structures
 - _____ a. Number of buildings
 - _____ b. Building height and number of stories
 - _____ c. Density (residential units)
 - _____ d. Phases for developments (if applicable)
 - _____ e. Building elevations:
 - Submit front building elevations
 - Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)

- _____ 16. Proposed Site Features
 - _____ a. Lighting
 - Location
 - Height
 - Angle
 - Type
 - _____ b. Refuse areas
 - Location
 - Size
 - _____ c. Location of above/under ground proposed utilities

- _____ d. List of individual utility providers on the plan
- _____ e. Location
 - ___Noisy equipment
 - ___Air conditioning units
 - ___Loading docks/eighteen (18) wheelers
 - ___Air compressors, machinery, etc.
 - ___Service areas
 - ___Proposed fire hydrants
 - ___Proposed servitudes/easements
 - ___Proposed fences
 - ___Size
 - ___Type
 - ___Proposed signs
 - ___Size
 - ___Type

- _____ 17. Landscape Plan (Stamped and sealed by a licensed Landscape Architect)
 - _____ a. A preliminary plan showing the following:
 - ___Proposed trees
 - ___Buffer yards
 - _____ b. A table indicating quantities of the following:
 - ___Required landscaping
 - ___Proposed landscaping

- _____ 18. Prints
 - _____ a. Five(5) full size sets of blackline prints
 - _____ b. Three(3) reduced sets of blackline prints of site plan – (11 inches by 17 inches)
 - _____ c. Electronic submittal (disc or e-mail)
 - _____ d. Following site plan approval the applicant submits the following:
 - ___Four(4) full size sets of blackline prints
 - ___One (1) reduced (11 inches by 17 inches) blackline print
 - ___Electronic submittal (disc or e-mail) of the revised site plan (if necessary)

- _____ 19. Written Description

A brief description of the project and the activities that will occur on the site (8 ½ inch x 11 inch sheet)

- _____ 20. A-4 Application for Site Plans

A completed A-4 application

- _____ 21. Fees:
 - _____ a. Processing Fee (See application fee schedule)
 - _____ b. Advertisement Fee (See advertisement fee schedule)