

## **MAJOR SITE PLAN**

### **SITE PLAN SUBMITTAL CHECKLIST**

Following is a checklist of submittal requirements to be provided with the application. This checklist is suitable for Major Site Plan Submittals. The Development Administrator will check off each submittal requirement for each application received. It is intended that this work will be done in the pre-application submittal stage of processing.

☐ Completed Application Submitted

**Site Plan Drawings for above requirements:** The scale for all drawings shall be no smaller than one (1) inch equals fifty (50) feet, and the drawings shall contain the project name, street names, a scale, north arrow, and the date drawn.

- ☐ (1) Location of the parcel in relation to surrounding property, buildings, and zoning;
- ☐ (2) Location of the parcel in relation to road access;
- ☐ (3) Boundaries, dimensions and area of the parcel with any easements indicated. Survey pins must be identified;
- ☐ (4) Proposed use and development (foot print) (including principal and accessory uses) with all dimensions indicated for buildings, distance between buildings, and distance to property lines;
- ☐ (5) Location and size of each existing structure on the parcel;
- ☐ (6) Elevation drawings: Appearance, height and number of stories of proposed buildings and structures;
- ☐ (7) A concept landscape plan, including a detailed drawing to scale and a corresponding schedule of all plant material to be provided;
- ☐ (8) Street improvements, location, general design, and width of existing and proposed driveways and curb cuts;
- ☐ (9) Location, dimensions, and number of proposed parking spaces;
- ☐ (10) Location and size of loading areas;
- ☐ (11) Location and size of existing and proposed utilities including water, storm sewer, sanitary sewer, gas and electric;
- ☐ (12) Location of refuse collection facilities and related screening;
- ☐ (13) Type, size and location of all signs. *Sign plans are included (Yes) (No)*
- ☐ (14) Other \_\_\_\_\_

For Office Use Only:

\_\_\_\_\_ Project Name

\_\_\_\_\_ File Reference No.