

CITY OF MASCOUTAH
SITE PLAN SUBMITTAL CHECKLIST



Following is a checklist of submittal requirements to be provided with the application. This checklist is suitable for Minor or 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.

- ☐ Complete Application Submitted
- ☐ (1) Location of the parcel in relation to surrounding uses, buildings, and zoning;
- ☐ (2) Location of the parcel in relation to major thoroughfares, and any roadways or drives connecting the parcel to those major thoroughfares;
- ☐ (3) Boundaries, dimensions and area of the parcel with any easements indicated. Survey pins must be identified;
- ☐ (4) Proposed use and development of the parcel 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) Footprint of each proposed building or structure on the parcel;
- ☐ (7) Height and number of stories of proposed buildings and structures;
- ☐ (8) Amount of land area covered by buildings, structures, drives, and parking facilities;
- ☐ (9) Form of proposed buildings and structures including plan and elevation views;
- ☐ (10) A concept landscape plan, including a detailed drawing to scale and a corresponding schedule of all plant material to be provided;
- ☐ (11) Location, general design, and width of existing and proposed driveways and curb cuts;
- ☐ (12) Location, dimensions, and number of proposed parking spaces;
- ☐ (13) Location and size of loading areas;
- ☐ (14) Location and size of existing and proposed utilities including water, storm sewer, sanitary sewer, gas and electric;
- ☐ (15) Location of refuse collection facilities and related screening;
- ☐ (16) Type, size and location of all signs. *Sign plans are included (Yes) (No)*
- ☐ (17) Other _____

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.

For Office Use Only:

_____ Project Name

_____ File Reference No.