

SITE PLAN CHECKLIST

- _____ 12 **folded** copies (more copies will be required later) of site plan on 24"x36" paper, drawn at a scale of 1" = 50' for small subdivisions and 1" = 100' on large subdivisions.
- _____ 1 copy of site plan reduced to 8.5"x11" paper
- _____ 3 copies of architectural elevations of all proposed buildings, including, size, height, shape, use, and calculations of the wall area of the different exterior materials (minus doors and glazed surfaces) illustrating that they meet the architectural design standards of the zoning ordinance.
- _____ Payment of required fees - Residential fees - less than one acre is \$100, greater than one acre is \$100 plus \$20 per additional acre; Commercial and Industrial fees - less than one acre is \$150, greater than one acre is \$150 plus \$20 per additional acre, additions are \$100 for less than one acre and \$100 plus \$10 per additional acre for tracts that are greater than one acre.

Required Information

- _____ Applicants Name, Address, and Phone number, if other than legal owner, applicant's interest must be stated
- _____ Name, Address, and Phone number of owner, developer, engineer, architect, landscape architect, land surveyor, or persons having interest in the property
- _____ Name and address of person who prepared the site plan
- _____ Legal Description
- _____ Point of compass, Scale, Date, and revision dates
- _____ Planned use & zoning
- _____ Present use & zoning
- _____ Location and names of adjoining subdivisions, numbers of the adjoining lots and the addresses of adjoining landowners

Required Illustrations

- _____ Property boundary lines, dimensions and total area of the proposed development.
- _____ Contour lines of the proposed development at intervals of not more than 2 feet.
- _____ Soil Erosion control practices must be shown, where necessary.
- _____ Location, size, and capacity of existing utilities.
- _____ Location, size, and capacity proposed utilities.
- _____ Existing buildings, rights-of-way, street improvements, railroads, easements, drainage courses, streams and wooded areas.
- _____ Location of entrances and exits from the proposed development onto public roads, and interior drives and proposed sidewalks in the development.
- _____ Facilities for the collection and disposal of garbage and trash
- _____ Location, number, dimensions and design of off-street parking in the proposed development including: _____ Driveways, _____ Islands and planters, _____ Striping, _____ Safety curbs, _____ Loading facilities, _____ Type and location of lighting, and _____ Surface Treatment
- _____ Open spaces, yards, recreational areas, walkways, driveways, outside lighting, walls, fences, monuments, statues, signs and other man-made features to be used in the landscape of the proposed development.
- _____ Landscaping Plan; location and type of all plants, grass and trees to be used in the landscape of the proposed development, with the approximate size and name of plants, shrubs or trees to be planted.
- _____ Landscaping to be used for screening purposes should be illustrated in the elevation as well as the plan, with the approximate size and name of plants, shrubs or trees to be planted.