

SITE PLAN REVIEW CHECKLIST

The Site Plan must be prepared by a licensed Engineer or Architect or a Registered Professional Land Surveyor (RPLS) and include, at a minimum, the following information:

- _____ North arrow, scale of the site plan at a scale of 1" = 10' or a multiple thereof, and date the site plan was prepared
- _____ Size, shape, and dimensions of the platted lot (submit copy of final plat)
- _____ Location and width of all easements
- _____ Location and dimension of all existing buildings (if any)
- _____ Location and dimensions of proposed building
- _____ The exact distance the proposed building will be from the platted lot lines
- _____ Height of all proposed buildings
- _____ Location and dimensions of all existing and proposed off-street parking areas including:
- _____ Location and dimension of all existing and proposed driveways including width and curb radius
- _____ Location and dimensions of driveways
- _____ Location and dimensions of off-street parking stalls
- _____ Width of traffic aisles
- _____ Location and dimensions of off-street loading areas
- _____ Location of trash receptacles
- _____ Location and width of any landscaped parkway adjacent to the street
- _____ Pavement design report for parking areas
- _____ Names and width of adjacent street rights-of-way, and width of street pavement
- _____ Location and circumference of existing trees
- _____ Location of nearest fire hydrant with dimensions
- _____ Location of existing and proposed exterior lighting, heights of poles, and size and number of fixtures
- _____ Location and size of adjacent public water and sewer lines
- _____ Location and size of water and sewer taps, water meter, and on-site utility lines and backflow devices
- _____ Finished floor elevations for all buildings
- _____ Location and elevation of 100 year flood plain, if applicable (Check official FIRM Maps published by FEMA)
- _____ Surface drainage plan with proposed and existing ground information
- _____ General notes to be included in a summary table on the site plan:
- _____ Total land area in acres or square feet
- _____ Total building area in square feet
- _____ Total square feet of building addition
- _____ Percentage of land covered by buildings