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 may be 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
    c. Existing spot elevations
    d. Identify geological hazards including fault lines
    e. Label all one hundred (100) year flood zones and shade with an approved drafting pattern
    f. Label all water features:
       i. Streams
       ii. Lakes
       iii. Ponds
    g. Label all existing servitudes
    h. Location of above/under ground existing utilities
    i. 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
       i. Set backs for all proposed buildings
          i. Front
          ii. Side
          iii. Rear yard dimensions
    b. Label
       i. Proposed lakes
       ii. Ponds
       iii. Wetlands
       iv. Common areas
    c. Label
       i. Conceptualized location of the following:
          i. Ditches
          ii. Catch basins
          iii. Onsite discharge

13. Streets
### Dimension
- Existing streets
- Proposed streets
- Existing Major Streets
- Proposed Major Streets

### Label
- Existing streets
- Proposed streets
- Existing Major Streets
- Proposed Major Streets
- Existing surface type
- Proposed surface type

### 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

### Circulation/Parking

<table>
<thead>
<tr>
<th>a.</th>
<th>Provide a table showing:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required number of spaces for development (all phases)</td>
</tr>
<tr>
<td></td>
<td>Proposed number of spaces for development (all phases)</td>
</tr>
<tr>
<td></td>
<td>Proposed and required handicapped spaces</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b.</th>
<th>Show all of the following:</th>
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<tbody>
<tr>
<td></td>
<td>Surface types</td>
</tr>
<tr>
<td></td>
<td>Turning radii,</td>
</tr>
<tr>
<td></td>
<td>Walkways routes for pedestrians</td>
</tr>
<tr>
<td></td>
<td>Accessibility routes for pedestrians</td>
</tr>
<tr>
<td></td>
<td>All pedestrian access points to building(s)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c.</th>
<th>Dimensions of parking space;</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Angle of proposed parking (if less than 90 Degrees); and</td>
</tr>
<tr>
<td></td>
<td>Proposed bus stop(s) when on a CTC route.</td>
</tr>
</tbody>
</table>

### Structures

<table>
<thead>
<tr>
<th>a.</th>
<th>Number of buildings</th>
</tr>
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<tbody>
<tr>
<td>b.</td>
<td>Building height and number of stories</td>
</tr>
<tr>
<td>c.</td>
<td>Density (residential units)</td>
</tr>
<tr>
<td>d.</td>
<td>Phases for developments (if applicable)</td>
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<tr>
<td>e.</td>
<td>Building elevations:</td>
</tr>
<tr>
<td></td>
<td>Submit front building elevations</td>
</tr>
<tr>
<td></td>
<td>Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)</td>
</tr>
</tbody>
</table>

### Proposed Site Features

<table>
<thead>
<tr>
<th>a.</th>
<th>Lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Location</td>
</tr>
<tr>
<td></td>
<td>Height</td>
</tr>
<tr>
<td></td>
<td>Angle</td>
</tr>
</tbody>
</table>
A-4: Site Plan Checklist

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)