

The following checklist is designed to assist applicants in preparing their plan for review. Items which are omitted may cause a delay in the review process. Plans should be drawn to scale with adequate resolution for verification of measurements. The site plan should include the items listed below:

- 1. Date, north arrow, and a graphic scale.
- 2. Vicinity map showing the property in relation to the surrounding area.
- 3. Location of the property line, right-of-way, proposed/existing easements, water courses and other essential features.
- 4. Streets, driveways, intersections, curbs cuts and turning lanes adjacent to or across from the subject property.
- 5. The outlines of all buildings with uses, setbacks, dimensions, floor area, number of stories, height and points of access.
- 6. Location and dimensions of all perimeter treatment (sidewalks, fences, walls, or berms).
- 7. Location, height and size of all freestanding signs and other accessory structures.
- 8. Phasing of the site including any temporary access drives, uses, etc.
- 9. Location and width of any proposed dedication of property for public road right-of-way.
- 10. Means of vehicular and pedestrian access to and from the site.
- 11. Layout and location of all off-street parking, loading and other vehicular use areas, including where applicable, the distance from the principle uses.
- 12. Location of all disabled spaces, ramps and signs.
- 13. Schematic of drainage system.
- 14. Location, height and intensity of all outdoor illumination.
- 15. Indication of any areas of the site subject to flooding or high ground water level.
- 16. Location of existing and proposed fire hydrants (or operational equivalents) within 250 feet of the proposed structure(s).
- 17. Location, percentage, and acreage to be dedicated/reserved as open space, public parks, recreational, and similar uses.
- 18. Location and extent of any wetlands located on the property, including measures to ensure that normal water flows and quality of water will be provided to maintain such wetlands after development. Where alteration of wetlands is necessary in order to allow reasonable use of property, either the restoration of disturbed wetlands shall be provided, or additional wetlands shall be created to mitigate the alteration. See Section 94-375(b) of the City's ZLDRs.
- 19. Location and screening of all garbage receptacles.
- 20. Standard City details of parking (compact, ADA, standard), ADA ramps, driveways, dumpsters and signs.
- 21. Location, dimensions and screening of all proposed satellite dishes.
- 22. Location of all public art proposed as part of the City's ArtLife requirement (if applicable) – Chapter 78, Article V of the City's Code of Ordinances .
- 23. Location of any special utility structures such as valves, meters, backflow connections, pump stations, transformers, and all above ground appurtenances. Note that all of these structures must be located outside of the minimum required setback along any street frontage.
- 24. Supply a data table that includes the following:
  - Existing/Proposed land use and zoning.
  - Total acres of the project.
  - Total gross building square footage.
  - Percent of open space, landscaping, building coverage & impermeable surface.
  - Acres and percent of water bodies.
  - Density and number of dwelling units (residential).
  - Parking computations (required, provided, etc.)
  - Floor Area Ratio (FAR).
- 25. Site plans shall be provided in 24" x 36" format, at a legible engineering scale.