

# 2012 Submittal of Site Plan Review - 17 sets

11/1/2011

(this checklist is to be **completely filled out by applicant** before submittal)

Each set to contain all of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> 1 (17) Drawings, folded to 10x12 or smaller  | <input type="checkbox"/> 22 Zoning within and around plat             |
| <input type="checkbox"/> 2 (17) Letter of requests, stating any waivers (one letter <u>paper clipped</u> to each set)   | <input type="checkbox"/> 23 FEMA Panel Number with 100 year elevation |
| <input type="checkbox"/> 3 (17) Site Plan Review checklists (one checklist <u>paper clipped</u> to each set) (omission of any required items may cause postponement or refusal) | <input type="checkbox"/> 24 Flood Plain / wetlands contours           |

### Title Block to include:

- |   |   |
|---|---|
| <input type="checkbox"/> 4 Title "Site Plan Review" | <input type="checkbox"/> 25 Area in acres on each lot                 |
| <input type="checkbox"/> 5 Name of subdivision      | <input type="checkbox"/> 26 Sign location, edge 5' from property line |
| <input type="checkbox"/> 6 Lot and block numbers    | <input type="checkbox"/> 27 Screened dumpster location                |
| <input type="checkbox"/> 7 Date of drawing          | <input type="checkbox"/> 28 Sidewalk location                         |

### Required Items on all Site Plan Review

- |  |  |
|--|--|
| <input type="checkbox"/> 8 Graphic scale                           | <input type="checkbox"/> 29 Building outline with square footage |
| <input type="checkbox"/> 9 North arrow                             | <input type="checkbox"/> 30 Street trees, 40' on center          |
| <input type="checkbox"/> 10 Legal description                      | <input type="checkbox"/> 31 Shade trees, 1 per 6 parking spaces  |
| <input type="checkbox"/> 11 Vicinity map                           | <input type="checkbox"/> 32 Required landscaping and buffers     |
| <input type="checkbox"/> 12 Engineers / Surveyors name and address | <input type="checkbox"/> 33 First floor elevation                |
| <input type="checkbox"/> 13 Developers name and address            | <input type="checkbox"/> 34 Concrete driveways in right-of-way   |
| <input type="checkbox"/> 14 Owners name and address                | <input type="checkbox"/> 35 Nearest fire hydrant(s)              |
| <input type="checkbox"/> 15 Names of abutting subdivisions/owners  | <input type="checkbox"/> 36 Water / sewer lines                  |
| <input type="checkbox"/> 16 Street names                           | <input type="checkbox"/> 37 Parking lot layout                   |

- |   |
|---|
| <input type="checkbox"/> 12 Engineers / Surveyors name and address      |
| <input type="checkbox"/> 13 Developers name and address                 |
| <input type="checkbox"/> 14 Owners name and address                     |
| <input type="checkbox"/> 15 Names of abutting subdivisions/owners       |
| <input type="checkbox"/> 16 Street names                                |
| <input type="checkbox"/> 17 Street centerlines with right-of-way widths |
| <input type="checkbox"/> 18 Boundary lines with dimensions              |
| <input type="checkbox"/> 19 Utility easements                           |
| <input type="checkbox"/> 20 Building setbacks                           |
| <input type="checkbox"/> 21 Section corners or other monuments          |

### Required Items if applicable:

- |  |
|--|
| <input type="checkbox"/> 38 Fire flow / water pressure         |
| <input type="checkbox"/> 39 Finished grading plan              |
| <input type="checkbox"/> 40 Municipal, County or Section lines |
| <input type="checkbox"/> 41 Phase map, if staging is planned   |
| <input type="checkbox"/> 42 Storm water detention easement     |
| <input type="checkbox"/> 43 Other easements _____              |
| <input type="checkbox"/> 44 Sidewalk waiver (signed)           |
| <input type="checkbox"/> 45 Hillside cut proposal              |

**Site Plan Review Fees = \$100**