



SITE PLAN REVIEW CHECKLIST

The following is a list of items which must be included in a site plan review application:

1. Name and address of the applicant.
2. Legal description of the subject parcel of land.
3. Area of the subject parcel of land stated in acres or if less than one acre, in square feet.
4. Present zoning classification.
5. General description of the proposed development.
6. Three copies of the proposed site plan.
7. Plan drawn to scale of not greater than one (1) inch equals twenty (20) feet for a development of not more than three (3) acres and a scale of not less than one (1) inch equals one hundred (100) feet for a development in excess of three (3) acres.
8. Descriptive legend, North arrow, scale, date of preparation, and the name and address of the individual or firm preparing same.
9. The property shall be identified by lot lines and general location together with dimensions, angles, and size correlation with the legal description of the property.
10. Topography of the site with at least two (foot) contour intervals and all natural features.
11. Existing man made features upon the site and within one hundred (100) feet.
12. Location, proposed finished floor and grade line elevations and the size of proposed main and accessory buildings, the relationship of buildings to one another and to any existing structures on the site, the height of all buildings and square footage of floor space therein.
13. All proposed and existing streets, driveways, sidewalks and other vehicle or pedestrian circulation features upon and adjacent to the site shall be shown, together with the location, size and number of parking spaces in off-street parking areas, service lanes thereto, and service parking and delivery or loading zones.
14. Location, use and size of open spaces, together with landscaping, screening, fences, walls and proposed alterations of topography or other natural features shall be indicated.
15. The proposed operations on the site shall be described in sufficient detail to indicate the effect, if any, upon adjoining lands and occupants, together with any special features which are proposed to relieve any adverse effects to adjoining land and occupants. Any potential demands for future community services will also be described, together with any special features which will assist in satisfying such demands.

16. Any earth change plans required by State Law shall also be submitted.
17. On-site lighting, surface water drainage for the site and proposed sanitary sewage disposal and water supply.
18. Any other information as may be necessary by the City Planning Commission because of any peculiar features of the proposed development.

Site Plan Review Fee (Due Upon Submittal):

Commercial, Industrial, & Multifamily \$250.00