

The following information is required on all site plans submitted for City approval. Failure to include all required information shall result in a denial of the request.

Section 3: General Information

	Applicant's Checklist	City Staff Checklist
One (1) set for City and three (3) for ETA of full sheets of the site plan (1"=50' min. scale)	<input type="checkbox"/>	<input type="checkbox"/>
North direction indicator, graphic and numeric scale (engineer's scale preferred)	<input type="checkbox"/>	<input type="checkbox"/>
All dimensions, both linear and angular, including dimensions of immediately adjacent lots. Linear measurements in feet and decimals of a foot. Angular land measurements expressed by bearings. Curved land measurements should be defined by radius, central angle, and arc distances	<input type="checkbox"/>	<input type="checkbox"/>
All sheets with topographic information or specific elevations must indicate vertical datum used (NGVD29 or NAVD88). Two bench marks must be indicated on the plans.	<input type="checkbox"/>	<input type="checkbox"/>
One (1) copy and PDF file of Stormwater Management Plan as per Ordinance 10-02-03.	<input type="checkbox"/>	<input type="checkbox"/>
Permit Fee of \$500.00	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: Existing Conditions

Parcel boundary lines of the property with platted dimensions and area	<input type="checkbox"/>	<input type="checkbox"/>
Zoning and land-use	<input type="checkbox"/>	<input type="checkbox"/>
Any non-access control lines with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
Location, width, and identification of existing easements, both public and private	<input type="checkbox"/>	<input type="checkbox"/>
Building setback dimensions	<input type="checkbox"/>	<input type="checkbox"/>
Existing topographical features, contour lines with annotation, and existing drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>
Existing buildings, structures, driveways and adjacent driveways, parking and loading areas, outdoor storage areas, fire lanes, all on-site man made features. Dimensions should be shown and clearly differentiated from proposed improvements.	<input type="checkbox"/>	<input type="checkbox"/>
All adjacent and on-site streets, dedicated right-of-way width, pavement widths, curb and gutter locations, curb elevations, sidewalks and curb ramps.	<input type="checkbox"/>	<input type="checkbox"/>
Show existing and adjacent municipal utilities with location, size, and elevation which includes, but is not limited to: Light poles, water and sewer mains, service lines, connections, curb stops and valves, manholes, hydrants, inlets, and any other stormwater facilities	<input type="checkbox"/>	<input type="checkbox"/>
The boundaries of any floodway, 100-year floodplain, streams, wetlands (including federal designated)	<input type="checkbox"/>	<input type="checkbox"/>

Section 5: Proposed Conditions

Limits of proposed demolition	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions and locations of proposed street cuts and sidewalk closures	<input type="checkbox"/>	<input type="checkbox"/>
New or relocated municipal utilities including, but not limited to: Mains and service lines (location and size), connections, disconnections, curb stops and valves, manholes, hydrants (with distance to building), inlets and any other stormwater facilities (location, size, elevation, etc.) and sidewalk trench drains	<input type="checkbox"/>	<input type="checkbox"/>
Location or relocation of street lights	<input type="checkbox"/>	<input type="checkbox"/>
Proposed buildings and structures with locations, footprints, entrances, finished floor elevation, area, and distance of buildings from other buildings and property lines.	<input type="checkbox"/>	<input type="checkbox"/>
Proposed driveways, its distance from lot lines, width of pavement, and proximity to non-access control lines. Proposed driveway closures. Rural roadways should address approaches, location, diameter, inverts, slopes, and length of culverts.	<input type="checkbox"/>	<input type="checkbox"/>
Proposed off-street parking areas, dimensions, elevations, setbacks, and number of spaces.	<input type="checkbox"/>	<input type="checkbox"/>
Depict how number of parking spaces were determined	<input type="checkbox"/>	<input type="checkbox"/>
Proposed sidewalks, trails, both on-site and adjacent with location and dimensions	<input type="checkbox"/>	<input type="checkbox"/>
Fencing and all retaining wall locations and heights.	<input type="checkbox"/>	<input type="checkbox"/>
Dumpster location, dimension of concrete pad (min. 4" concrete)	<input type="checkbox"/>	<input type="checkbox"/>
Clearly denote proposed fire access lane dimensions (minimum 26' 0"), hydrants, additional features and applicable details	<input type="checkbox"/>	<input type="checkbox"/>
Proposed contour lines with annotation	<input type="checkbox"/>	<input type="checkbox"/>
Trash enclosure screening material and detail	<input type="checkbox"/>	<input type="checkbox"/>
Copy of recorded common use agreement if buildings hold different ownership	<input type="checkbox"/>	<input type="checkbox"/>

Section 6: Landscape Plan

9-03-13 *Landscaping and Screening* shall be required for:

1. the construction of any principal commercial, industrial, institutional, or multi-family buildings with three (3) or more units or accessory buildings
2. the installation of any parking area or the expansion by five or more off-street parking areas
3. a change in the use of the property that requires rezoning to a more intensive classification
4. the reconstruction of a portion of an existing off-street parking lot greater or equal to 20%

Graphic scale and north arrow	<input type="checkbox"/>	<input type="checkbox"/>
Property lines with dimensions and area	<input type="checkbox"/>	<input type="checkbox"/>
Easements and rights-of-ways, location of driveway, sidewalks, building footprint, utilities, both existing and proposed affecting the landscaping of the site	<input type="checkbox"/>	<input type="checkbox"/>
A table including the location, common name, scientific name, symbol, size and quantity of all proposed trees, shrubs, or other vegetation intended to meet the requirements of the City's Landscaping and Screening requirements	<input type="checkbox"/>	<input type="checkbox"/>
The location and quantity of proposed landscape materials	<input type="checkbox"/>	<input type="checkbox"/>
Location and height of proposed masonry fences, earthen berms, or other features used to meet the City's Landscaping and Screening requirements	<input type="checkbox"/>	<input type="checkbox"/>
Trash enclosure screening material and detail (may reference construction document details)	<input type="checkbox"/>	<input type="checkbox"/>