

**SITE DEVELOPMENT PLAN
FOR SUBDIVISION CHECKLIST**

Revised 4/18/06

This checklist will be used by the Planning Department to verify the completeness of site plans submitted for review by the Environmental Planning Commission (EPC) and Development Review Board (DRB). Since development proposals vary in type and scale, there may be application requirements that are not included here and others that may not be necessary. Nonetheless, it is the applicant's responsibility to provide a complete submittal. The EPC and DRB will not consider incomplete submittals. Incomplete submittals run the risk of not being scheduled for hearing until they are made complete. Site development plans should ordinarily be composed of the following plan sheets:

1. **Site Plan** (required)
2. **Conceptual Utility Plan** (required)
3. **Design requirements for future site development plans for building permit** (optional, but STRONGLY recommended)

The following checklist describes the minimum information necessary for each sheet. Most of the site plan requirements for *Sheet #1* are taken from the definition for "SITE DEVELOPMENT PLAN" as outlined in the Zoning Code (§ 14-16-1-1 et. seq.). **The Applicant shall include and check off all items shown on the site plan or write in "n/a" if not applicable.**

NOTE: MAXIMUM SIZE FOR SUBMITTAL IS 24" X 36".

Accompanying Material

- A. Fee payment
- B. Complete application
- C. Written Summary of Request
- D. 8-1/2" x 11" reductions

SHEET # 1 – SITE PLAN (Required)

- 1. Scale: at least 1" = 100'
- 2. Bar Scale
- 3. North Arrow
- 4. Scaled Vicinity Map
- 5. The Site (property lines)
- 6. Proposed Use(s)
- 7. Pedestrian Ingress and Egress (Access)
- 8. Vehicular Ingress and Egress (Access)
- 9. Any Internal Circulation Requirements
- 10. For each lot:
 - a. Maximum Building Height
 - b. Minimum Building Setback
 - c. Maximum Total Dwelling Units and / or
 - d. Nonresidential Uses' Maximum Floor Area Ratio (F.A.R.)

**SHEET #2 – DESIGN REQUIREMENTS FOR FUTURE SITE DEVELOPMENT
PLANS FOR BUILDING PERMIT** (Optional, but STRONGLY
recommended)

- ___ 1. Overall Design Theme and Land Use Concept
- ___ 2. Off-Street Parking Requirements and Design (Automobile and Bicycle)
- ___ 3. Street Design
- ___ 4. Transit Facilities (benches, shelters, pedestrian connections, etc.)
- ___ 5. Landscape Design Requirements (plant list, buffer areas, locations, amounts, etc.)
- ___ 6. Architectural Design Requirements (façade elements, massing, colors, materials, etc.)
- ___ 7. Signage Design Requirements (face area, colors, materials, maximum height, etc.)
- ___ 8. Lighting Design Requirements (type, locations, colors materials, maximum height, etc.)
- ___ 9. Pedestrian Amenities (walkways, plazas, shade structures, etc.)