

Planning & Zoning Division

PRELIMINARY & FINAL SITE PLAN CHECKLIST

PROJECT NAME:

LOCATION:

ZONING:

APPLICANT(S):

LAND USE:

PARCELS:

REQUEST:

PRELIMINARY SITE PLAN

Applications shall require the following items:

- 1) 12 copies of Submission Application
- 2) 12 copies of Preliminary Site Plan at a scale of not less than 1:100
- 3) Preliminary Site Plan must include or identify -
 - a. Project description
 - b. Survey including property dimensions
 - c. North arrow
 - d. A scaled plan showing the location of all existing and proposed buildings/structures
 - e. Topography at two foot intervals
 - f. Significant vegetation
 - g. Watercourses, bodies of water, detention/retention facilities
 - h. Rights of Way
 - i. Easements
 - j. Setbacks
 - k. Existing and Proposed Uses
 - l. Name and address of firm preparing the plans
 - m. Impact Assessment (if specifically asked for)

FINAL SITE PLAN

Applications shall require the following items:

- 1) 12 copies of Submission Application
- 2) 12 copies of Final Site Plan at a scale of not less than 1:100
- 3) In addition to the items required for a Preliminary Site Plan Submission, Final Site Plan Applications must also include or identify -
 - a. Project description
 - b. Building elevations
 - c. Landscape Plan
 - d. Street Tree Plan
 - e. Sidewalks
 - f. Drive widths
 - g. Parking Spaces (size and quantity)
 - h. Vicinity sketch showing location of the site to surrounding street system
 - i. Location of utilities
 - j. Trash receptacle details
 - k. Lighting details

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Land Use		Permitted	Special Approval	Not Permitted
1225.08	Land Use Type			
Dimensional		Compliant	Non-Compliant	Not Applicable
1230	Front Setback			
1230	Side Setback			
1230	Rear Setback			
1230	Lot Coverage			
1230	Height			
1230.03(a)	Height Variance from BZA			
1230.03(b)	Features above max height (exemptions)			
Parking		Compliant	Non-Compliant	Not Applicable
1250.02(t)	Parking Lot Location			
1250.02(r)	Parking Relief			
1250.03	Parking Quantity			
1250.05(b)	Parking lot design/layout			
1250.05(c)	Wheel Stops			
1250.05(f)	Location of Driveways			
1250.06(a)(5)	Parking Lot Screening (near residential)			
1250.06(a)(7)	Parking Lot Surface Material			
1250.06(b)	Parking Space Sizes			
Landscape		Compliant	Non-Compliant	Not Applicable
1250.11	Planting Plan			
1250.11(a)(1)	Landscape Architect (stamp/sign)			
1250.11(a)(3)	Planting Schedule			
1250.13(g)	Tree size (8' height, 2 ½" caliper min)			
1230	Minimum Landscape Percentage of parcel			
1250.18(a)	Min. Landscape Percentage of Parking Lot (6%)			
1250.17(b)	Parking Lot landscape primarily shade trees			
1250.17(c)	Planting areas dispersed through parking lot			
1250.19(b)	5' landscape strip between parking lot and P/L			
1250.19(c)	1 tree for each 8 parking spaces			
1250.19(d)	Landscape island = 1 per ea. 10 parking spaces			
1250.19(d)	Shade trees located in islands			
1250.20	10' landscape strip between R/W and parking			
1250.20(d)	Hedge within 10' landscape (min 1.5' height)			
1250.27	Berms/Earth Mounds (if required)			
1250.42	Fence/Screen Requirement (height & location)			
1250.43	Lighting (height & direction)			
Building Design		Compliant	Non-Compliant	Not Applicable
1250.44	Screening of Rooftop Mechanicals			
1250.48	Building Material (allowable percentages)			
1250.481(a)	Customer entrance facing each street frontage			
1250.481(b)	Recesses/projections if > 100' in length			
1250.481(d)	Façade to have color/texture/material change			
1250.481(e)	Rooflines to change at least every 100'			
1250.481(f)	Façade colors – low reflectance and neutral			
1250.481(g)	Building trim to be non-illuminated			

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Drives & Access		Compliant	Non-Compliant	Not Applicable
1250.51(a)	Driveway access onto public or private street			
1250.51(a)(2)	Drives enter perpendicular			
1250.51(a)(3)	Driveway grade less than 10%			
1250.51(a)(6)	Driveway – at least 100’ from an intersection			
1250.51(a)(6)	Driveway – at least 80’ from other driveways			
1250.51(c)	Driveway – alignment with existing drives			
1250.53	Deceleration Lanes if use > 1,000 trips per day			
Sidewalks		Compliant	Non-Compliant	Not Applicable
1250.56(a)	Sidewalks across all frontages			
1250.56(a)	Sidewalks from R/W to entrance			
1250.56(a)	Sidewalk material through drive aisles			
Dumpster		Compliant	Non-Compliant	Not Applicable
1250.57	Waste Receptacle - Location			
1250.57	Waste Receptacles to be consolidated			
1250.57	Waste Receptacle – design/materials			
Acc. Buildings		Compliant	Non-Compliant	Not Applicable
1250.61(a)	Accessory Building – Location (rear yard)			
1250.61(b)	Accessory Building – ≥ 5’ from side or rear P/L			
1250.61(b)	Accessory Building – ≥ 10’ from main structure			
1250.61(d)	Acc. Building – Height (20’ or main structure)			
1250.61(f)	Accessory Building – Size Limit (5% of lot size)			
Traffic Study		Compliant	Non-Compliant	Not Applicable
1255.04	Traffic Study – if more than 100 trips/peak Hr.			
1255.04	Traffic Study – if more than 750 trips per day			
Miscellaneous		Compliant	Non-Compliant	Not Applicable
1260.15(a)(1)	Plan doesn’t impeded normal development			
1260.15(a)(2)	Existing landscape preserved (as possible)			
1260.15(a)(5)	Emergency vehicle access to structures			
1250.26	Wall Location (if required)			

Notes:
