Preliminary Site Plan Checklist

Please provide completed checklist signed by preparer with submittal

- ☐ Completed, original Application signed by owner and project representative and assigned project representative.
- ☐ City Tax statement indicating City taxes are current.
- ☐ List of all contacts and contact information affiliated with the project (owner, representative, surveyor, engineer, architect, landscape architect, etc).
- ☐ All exhibits shall be provided on a CD/DVD/USB Flash Drive (Metes and Bounds in Word and exhibits in PDF format).
- ☐ All exhibits shall provide:
  - Title Block with type of plan, proposed subdivision name, block designation and lot number, acreage, Abstract/Survey name and Abstract number, preparation date and City Project Number (to be provided with submittal).
  - North arrow, scale and location/vicinity map, and legend, if abbreviations or symbols are used.
  - Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
  - Owner's name, address and telephone number, applicant, and surveyor and/or engineer.
  - Site Data Summary Table listing zoning, proposed use, lot area(s) excluding rights-of-way (square footage and acreage), building area (gross square footage), building height (feet and number of stories), lot coverage, floor area ratio (for nonresidential zoning), total parking required (with ratio), total parking provided, number of dwelling units and number of bedrooms (for multifamily developments).
- ☐ Exhibit A Preliminary Site Plan to include:
  - Use and size of all buildings and amount of required parking.
  - Dedications and reservations of land for public use including rights-of-way, easements, parkland, open space, drainage ways, floodplains and facility sites with gross and net acreage.
  - Building locations and dimensions, dimensions between buildings on the same lot, building lines and setbacks.
  - Parking lot areas and structures, layout and number of standard spaces, standard parking dimensions, angle of parking if other than 90 degrees, accessible parking spaces, drive aisles and loading and unloading areas.
  - Location of crosswalks, sidewalks, bicycle lanes and barrier free ramps with typical dimensions.
  - Location and general size of drainage, detention and retention areas.
  - Landscaping including features located at parking islands, along edges and buffers adjacent to the thoroughfares and bordering properties.
  - Natural features including drainage ways, creeks, tree masses and wetlands.
  - Delineation of areas for land use, building sites, and other improvements to be developed in independent phases, note the different phases of development.
  - Development and design standard compliance as required within the applicable zoning district.
  - Existing and proposed improvements within seventy-five feet (75') of the subject property, subdivision name, zoning and land use description of property adjacent to the subject property.
  - Additional information requested by the Planning and Zoning Commission, City Council or City staff to clarify the proposed development and compliance with minimum development requirements.
- ☐ Engineering Exhibits to also include:
  - Existing and proposed FEMA 100-year floodplain with elevations, include finished floor elevations of each lot adjacent to floodplain. If the site does not contain a floodplain, note that "no floodplain exists on the site."
  - Proposed reclamation of floodplain area(s), if applicable, with acreage.
  - Existing topography at two-foot (2') contours or less.

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- Grading Plan at two-foot (2') contours
- Colored aerial of site with imposed development
- Traffic Impact Report and analysis, as requested
- Traffic Circulation Study, as requested
- Existing and proposed easements (utility, access, drainage, visibility, street, sidewalk and maintenance, etc.)
- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimension.
- Add note to this exhibit illustrating proposed thoroughfares as follows: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plan."
- Provide distances (measured edge to edge) between existing and proposed driveways and streets.
- General design of adjacent public street/thoroughfare improvements and rights-of-way including existing or proposed deceleration lanes, median openings and left turn bays, location of driveways, drive aisles, cross access between internal developments and access to properties adjacent to the subject site with surface type and radii.
- Existing and proposed utilities (water lines, sanitary sewer lines, storm drainage improvements, franchise utilities, and associated facilities.)
- Existing and proposed fire hydrants, fire apparatus access roads/fire lanes plan including location, width, turning radius, markings and notices, distance arcs from primary structure, spacing of fire hydrants.
- Drainage Plan including location and size of drainage, detention and retention areas, and supporting calculations..
- Preliminary Façade Plan and roof design including a material sample board.
- Plans for screening for adjacent residential areas, roof top utility and mechanical units, solid waste receptacles/dumpsters, and loading areas adjoining residential area.
- Landscape Plan including an Open Space Plan as applicable
- Illumination plans for property and parking lots
- Signage Plans for buildings and property
- Utility Plan with existing and proposed utilities (waterlines, sanitary sewer lines, storm drainage and franchise utilities), existing and propose fire hydrants, existing and proposed easements (utility, access, drainage, visibility, street, sidewalk and maintenance, etc.)

Check list is not all-inclusive of all City ordinances and design standards

Name of Preparer_____ **Preparer Telephone** _____

Preparer Email Address_____

Preparer Signature _____