

SITE PLAN SUBMITTAL CHECKLIST (FORM 1)

DIRECTIONS: Fill this form out in its entirety and include with your submission.

GENERAL INFORMATION (Include on this sheet and on Site Plans)			
PROJECT NAME:			
PREVIOUS DOCKET # & APPROVAL DATE			
SITE PLAN PREPARER (Name/Title/Company):			
PHONE #, FAX #, and MOBILE #:			
SUBMITTAL MONTH/DATE:			
SPECIAL SUBMITAL INFORMATION -(put a "√" or "x" in appropriate box)			
REQUIREMENT	YES	NO	N/A
TIS required for uses/square footage? If yes, is it submitted?			
Are partial lots in the request? If so, is a legal description submitted?			
If a multi-family residential project, are building elevations submitted?			
SITE PLAN SPECIFIC INFORMATION -(put a "√" or "x" in appropriate box)			
REQUIREMENT	YES	NO	N/A
PLANS - 25 FOLDED copies of plan (<u>Only 3</u> for PRESUBMITTAL)			
LEGEND - Proposed uses (from UDO) listed on the plan? <i>Note: Indicate the intended use, if known, for each building. If existing buildings, indicate both current and proposed use</i>			
Verify that proposed uses are allowed in requested zoning district?			
Plan drawn to appropriate scale for site acreage? (1"=50' ≤ 25 acres; 1"=100' > 25 acres)			
Location map shown with proper # of cross streets, north arrow, etc?			
TITLE BLOCK - Development name (including previous project names, docket #'s) and date of submittal provided?			
TITLE BLOCK - Name, address, phone #, fax # and email of owner/applicant/plan preparer?			
TITLE BLOCK - PIN#, Tax Block/Lot#, and Plat/Deed Book and Page # of subject property included?			
BOUNDARIES - The bearings and distances for boundaries shown? <i>Note: Use survey benchmarks - no assumed in City of WS or gray area</i>			
ADJACENT - Ownership/zoning/property lines and PIN#'s/Tax Block/Lot#'s and Deed Book/Page#'s of adjacent property?			
LEGEND - Seal and signature of site plan preparer? <i>Note: This MUST be marked: "Preliminary - NOT for construction"</i>			
LEGEND - The scale (text and graphic) and north arrow?			
LEGEND - Total acreage listed? Linear feet of public/private streets included?			
LEGEND - If residential, are #/units by type & density listed? <i>Note: Provide specific information about the type of residential unit (i.e. 2-story townhouse, 1-story townhouse, apartments with common access, etc.)</i>			
LEGEND - If residential, open space and rec. calcs. Shown?			
LEGEND - Percent of building coverage to land shown?			
LEGEND - Percent of paved/graveled surface to land shown?			
LEGEND - Percent of open space to land shown?			
LEGEND - Percent of total impervious surface for site shown?			
LEGEND - # of parking spaces and calculations shown?			
LEGEND - Provide the connectivity index for all new subdivisions with public streets.			
LEGEND - Watershed/watershed designation information shown?			
LEGEND - CLEARLY Indicate public/private water, sewer, streets used? <i>Note: Disclose the jurisdiction/entity for offer of dedication or who will have maintenance responsibilities (if not public)</i>			
LEGEND - CLEARLY note what area(s) the project is in (i.e., which corporate limits, gray area, pending annexation by, etc.)			
LEGEND - Include a PURPOSE STATEMENT which CLEARLY outlines the request you are making with the submittal			

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SITE PLAN SPECIFIC INFORMATION -(put a “√” or “x” in appropriate box)			
REQUIREMENT	YES	NO	N/A *
* - Exceptions to these minimum requirements require written explanation at plan submittal and is subject to staff concurrence			
SITE PLAN - Streams and stream buffers shown, with stream name labeled?			
SITE PLAN - Drainageways, floodway/fringe area shown?			
SITE PLAN - Wooded areas & other natural features shown?			
SITE PLAN - Existing/proposed topo (4' min) shown? <i>Note: Include final finished elevations for buildings and grading and provide bottom and top elevations for proposed retaining walls</i>			
SITE PLAN - Natural features to remain labeled as such?			
SITE PLAN - Buildings shown, with use and setbacks labeled?			
SITE PLAN - Building dimensions and maximum height labeled?			
SITE PLAN - Structures like signs, walls, fences shown?			
SITE PLAN - ROWs and easements shown/labeled as public/private? <i>Note: Disclose/show proposed roadway cross section, including typical sidewalk, utility, street tree locations</i>			
SITE PLAN - Access drives/parking areas shown as shaded, including dimensions and surface type labeled?			
SITE PLAN - Widths/curbcuts, names, labels shown for drives/streets? <i>Note: For state roads, include State Road #'s</i>			
SITE PLAN - Features, like easements, common areas, etc labeled?			
SITE PLAN - Parking and loading area with typical shown/labeled?			
SITE PLAN - Solid waste disposal facilities shown/labeled?			
SITE PLAN - All existing/proposed utility lines over/under site and adjacent parcels shown/labeled, including fire hydrants/hydrant spacing? <i>Note: Differentiate between existing/proposed by changing line type/weight. Include "City Project #" in a note for existing utilities</i>			
SITE PLAN - All existing/proposed phase lines for development on overall project map shown/labeled? <i>Note: Phase lines can be modified as staff level during construction plan approval process</i>			
SITE PLAN - All existing/proposed storm drainage shown/labeled?			
SITE PLAN - All streets, driveways within 100' of site shown?			
SITE PLAN - Bufferyards, streetyards (+ widths) shown/labeled?			
SITE PLAN - Have the Specific UDO Use Conditions been met?			

DISCLOSURE: By signing below, I am acknowledging that I have included all applicable information required on the plan in order to be considered “Complete and ready for review.” If it is discovered that required information is not included on the plans or I have not provided some required information, I understand that the above referenced project may be deemed “Not ready for review” and held until the next cycle AND when I provide the required information.

Signature

Date

FOR OFFICE USE ONLY	
DATE & TIME PLAN/CHECKLIST RECEIVED:	
STAFF RESPONSIBLE:	
DATE/TIME CONTACTED APPLICANT:	