



SKETCH/SCALE PLAN CHECKLIST
FOR ALL USES EXCEPT SINGLE FAMILY

Plan drawn to engineer's scale	Property lines with dimensions
North arrow shown	Setback lines shown and labeled
Plan Date	Existing &/or proposed structures shown and labeled (including accessory structures)
Vicinity Map (at scale of 1" = 10' or up to 1000')	Landscape buffers areas & screens shown and labeled per Sections 808, 903.4, & 904 (plus specific items per zoning district)
Site Address (include Lot number, if applicable)	Landscape planter islands shown (1 per 15 parking spaces in a row, 50 ft ² min.)
Owner name and address	Existing/proposed trees, tree masses, shrubs
Tax map number	Existing/proposed fences and walls with heights and materials
Zoning of property	Existing/proposed sidewalks with dimensions (4' wide min.)
Zoning of adjacent properties	Label pavement, gravel, grassy areas
Existing use	Off-street parking spaces shown (including ADA)
Proposed use	Typical dimensions of parking spaces & aisles per Section 903
Acreage or square footage of parcel	Street names shown
Gross structure footprint area	Right-of-way width total and from centerline
Gross floor area of structure	Pavement widths labeled (roads, access easements, drive lanes, driveways, etc.)
Height & stories of structure	Off-street loading (if needed/required)
Number of dwelling units per structure	Points of ingress/egress with widths labeled per Section 901.4.2
Number of dwelling units total	25' vision clearance triangle obeyed at intersection per Section 901.3
If residential, provide Density (units/acre) – do not include ROW area	Existing/proposed sewer & water lines & easements (label widths, diameters)
Parking calculations (Amount of required spaces)	Other easements shown & labeled
Number of parking spaces provided: existing, proposed & total	100 year floodplain labeled (if applicable)
Vehicle Use Area (VUA)	Freestanding signs - existing
Landscape Area (10% of VUA)	Legend (if symbols used)