Site Plan Checklist*  
For Multi-Family Residential and Non-Residential Uses

General Information (List):

_____ Scale based on engineer’s scale
_____ North arrow
_____ Plan date
_____ Owner name and address
_____ Vicinity Map (at scale of 1’’ = 10’ or up to 1000’’)
_____ Site address (with lot number, if applicable)
_____ Acreage or square footage of parcel
_____ TMS number
_____ Zoning classification of property
_____ Zoning classification of adjacent properties
_____ Existing use (Example: “Existing Use = Town House”)  
_____ Proposed changes to property (Example: “Proposed Changes = Bed and Breakfast”)  
_____ Height and stories of structure
_____ Footprint area for all structures on the lot (including all accessory buildings)
_____ Gross floor area of all structures
_____ Parking calculations (Amount of spaces existing, proposed, total spaces and spaces required)
_____ Vehicle Use Area (VUA)
_____ Landscape Area (10% of VUA)
_____ Legend (if symbols are used on sketch/scale plan)

For multi-family residential construction only:

_____ Number of dwelling units per structure
_____ Number of total dwelling units
_____ Density of development (units per acre, not including right-of-way area)
_____ Number of bedrooms and bathrooms per unit (if addition, list OLD and NEW numbers)

See next page for Sketch/scale drawing and labeling requirements  
For All Uses Except Single Family, Duplex, and Manufactured Home Dwellings

* Site Plan submittals must include a copy of the most recently recorded plat for verification of lot dimensions
** Contact Public Utilities for location of existing sewer and water lines and right-of-ways/easements
Site Plan Checklist* (continued)
For Multi-Family Residential and Non-Residential Uses

Site Plan (Draw and Label all items and label as “Existing” or “Proposed” where applicable):

   ______ Property lines with dimensions
   ______ Setback lines
   ______ All structures (main and accessory structures)
   ______ Landscape buffer areas and screens (see Sections 808, 903.4, and 904 in Zoning Ordinance)
   ______ Landscaping for parking or vehicular use areas
   ______ Trees, tree masses, shrubs
   ______ Fences and walls with heights and materials
   ______ Streets
   ______ All right-of-ways and easements**
   ______ Pavement and driveway widths
   ______ Vision clearance triangles at intersections (25’ clearance as in Section 901.3)
   ______ Distance from curb cuts (driveways) to road intersection (20’ minimum)
   ______ Points of ingress/egress, or driveways (minimum 9’, maximum 20’)
   ______ Parking areas and surface materials (pavement, grass, etc.)
   ______ Off-street parking spaces with typical dimensions and aisle widths (including ADA spaces)
   ______ Off-street loading (if applicable)
   ______ Sidewalks (5’ minimum width)
   ______ 100 year flood plain
   ______ Sewer & water lines labeled with diameters**
   ______ Freestanding signs (proposed signs will require a sign permit)

Approval Signatures (must have the following approval signatures prior to submittal for building permit)

   ______ Public Utilities Director
   ______ Planning/Zoning Department

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