

Required Site Plan Information

- ___ An accurate site plan drawn to a scale not larger than 1" = 100 feet.
- ___ Property boundaries, property dimensions (including width, length, acreage, and frontage).
- ___ North arrow.
- ___ A project description.
- ___ Existing zoning of the property and zoning of all adjacent properties within 300 feet.
- ___ The location, size, height (shown on a building elevation), and use (including floor plan) of all existing and proposed buildings, structures, or man-made features.
- ___ Proposed setbacks, lot lines, typical layout, and distances between structures and between structures and lot lines.
- ___ The dimensions and number of proposed lots.
- ___ The location, surface width, and right-of-way width, as applicable, public rights-of-way, streets, drives, alleys, easements (including utility), acceleration and deceleration lanes, pedestrian walkways, and loading areas, including relationship to existing rights-of-way.
- ___ Any existing or proposed private streets.
- ___ The location, number, and size of parking spaces as specified by the Zoning Ordinance. Parking spaces shall be designated by lines showing individual spaces.
- ___ The location and specifications of exterior lighting.
- ___ The location of all existing and proposed landscaping and vegetation, including number of trees and shrubs by species and caliper.
- ___ All known natural resources or natural features to be preserved.
- ___ The location, height and type of existing and proposed fences, walls, retaining walls, screening, berms and buffer zones.
- ___ The location of dumpsters, waste disposal areas, and loading facilities.
- ___ The location and size of existing and proposed hydrants and utilities, including proposed connections to public sewer and water supply systems.
- ___ The location and size of all surface and subsurface water drainage facilities, and county and/or local drainage ways, existing and proposed, with flow and runoff calculations.
- ___ The location of any floodplain areas, bodies of water, wetlands, or other unbuildable areas.
- ___ The location and size of all signs in accordance with the Zoning Ordinance.
- ___ The approximate locations of all buildings, structures and driveways on properties within 100 feet of any lot line of the subject properties.
- ___ The location, size and purpose of any proposed open spaces or recreational areas.
- ___ Driveway / access specifications.
- ___ Locations of existing or proposed above or below ground storage facilities, and any containment structures, for chemicals, flammable materials, or hazardous materials.
- ___ For residential developments, density calculations, number and types of residential units, and floor area per habitable space.

___ The square footage that will be devoted to nonresidential purposes, and the number of rooms in hotels or motels.

___ A topographic map showing present and proposed elevations at contour levels or not more than five feet, and showing the relationship of the topography of the land to adjoining land.

___ Where excavation, fill or recontouring of the site is involved, proposed grading and final contours shall be shown.

Required Narrative

A narrative shall be provided (either on the site plan or submitted separately) which contains the following information:

___ The owner and applicant's name and address.

___ The name, address and phone number of the individual who prepared the plan, and the date of preparation.

___ The common description and complete legal description of the property.

___ The approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.

___ Dwelling unit densities by type, if applicable.

___ A development and construction schedule indicating the intended date(s) for commencement of construction of all or portions or phases of the project.

___ Deed restrictions or other covenants affecting the land.

___ Proposed method of providing sewer and water service, as well as other public and private utilities.

___ Proposed method of providing storm drainage.

___ Permits and/or approvals required by state, federal, county, or other local agencies.

Other Information

Any additional information that is deemed by the Planning Commission to be reasonably necessary to adequately evaluate the proposed use or activity and its effects on the City, including, without limitation, additional studies (e.g. traffic impact analysis, impacts on natural features and drainage, soil tests), graphics (e.g. aerial photography), or written materials.