



## Planning and Zoning Site Plan Checklist

Site plans submitted with planning and zoning applications (rezone, lot splits, combines, variances, temporary use permits, conditional use permits, and comprehensive plan amendments) should contain the following:

- Title Block including project name or identifier (Plat, PDR, etc.).
- Scale (draw to scale) (must meet Engineer' scale: 1:50, etc.).
- North indicator
- Location map showing relationship to major arterials and highways
- Full legal description
- Site Plan Data Table ( if applicable)
- Current use of property and intensity
- Land Use designation
- Zoning designation
- Water/wastewater service provider
- Site area (sq. ft., net and gross acres)
- Building footprint coverage
- Residential development: number of dwelling units, type, floor area(s)
- Site density (gross and net)
- Non-residential development: uses, gross floor area
- Parking data: parking required (#), parking provided (#), loading zones, ADA spaces
- Building height
- Structure length
- Number of stories
- Setback table (required vs. provided)
- Vehicular use area (in. sq. ft. & % of site)
- Open space (in. sq. ft. & % of site)
- Landscape area (in. sq. ft. & % of site)
- Site Plan Features (graphically indicated, as applicable):
- Dimensions of lot(s)
- Municipal Boundaries (as applicable).
- Zoning designation of adjacent properties with current use listed
- Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
- Waterway width (Floodplain/Floodway)
- Outline of adjacent buildings (indicating height in stories and approximate feet).
- Dimension for all site plan features (i.e., sidewalks, building lengths and widths, balconies, parking spaces, street widths, etc.),
- Mechanical equipment setbacks from property lines
- Setbacks and building separations (dimensioned)
- Driveways, parking areas, pavement markings, (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable)
- On-site outdoor light fixtures