

# Zoning Permit Site Plan Requirements and Checklist

## COMMERCIAL PROJECTS

Applicants may submit the following required site plan information on a single site plan sheet as long as the information on the site plan is legible and easy to comprehend. When submitting the information on a multi-sheet plan, the information shall be distributed among the sheets as follows. Please use the tables as a checklist and submit the checklist along with your application. For any item that you feel isn't required to be shown on your plan due to its location or nature, please indicate by putting "NA" in the check box and attach an explanation.

**I. The following information is to be included on ALL SHEETS of a multi-sheet plan:**

✓Check Here

I-1.	Maps submitted shall not exceed a maximum size of 24" by 36"	
I-2.	Maps or plans may be drawn on more than one sheet with appropriate match lines	
I-3.	Plan Endorsement Block	
I-4.	Title Block containing:	
	a. Name of Development	
	b. Name of map or plan (minor plat, preliminary plat, etc.)	
	c. Owner's name with address and daytime phone number	
	d. Location (including address, township, county and state)	
	e. Date(s) map(s) prepared or revised	
	f. Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 100'. If all lots are greater than 3 acres, 1" =200' scale may be used.	
	g. Bar graph	
	h. Name, address, and telephone # of preparer of map (licensed surveyor, engineer, or architect)	
	i. Developer's name, address, and daytime phone number (if different from owner's)	
I-5.	Corporate limits, county lines, and other jurisdiction lines, if any, on the tract	
I-6.	North arrow and orientation (north arrow shall not be oriented towards bottom of map)	
I-7.	Boundaries of the tract to be subdivided or developed distinctly and accurately represented and showing all distances	
I-8.	Railroad lines and right-of-ways	
I-9.	Water courses, ponds, lakes or streams	
I-10.	Marshes, swamp and other wetlands	
I-11.	Areas to be dedicated or reserved for the public or a local jurisdiction	
I-12.	Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations	
I-13.	Existing and proposed topography of tract and 100' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all others at 10' intervals from sea level	
I-14.	Proposed lot lines and dimensions	
I-15.	Existing and proposed streets showing existing and proposed street names	
I-16.	Location, dimension and type of all easements	
I-17.	Location of public water supply watershed boundaries	

**II. The following information is to be included on the SITE PLAN SHEET of a multi-sheet plan:**

✓Check Here

II-1.	Zoning district(s) within the property and adjacent properties	
II-2.	Existing land use within the property and on adjacent properties	
II-3.	Plat book or deed book reference	
II-4.	Names of adjoining property owners (or subdivisions or developments of record with plat book reference)	
II-5.	Tax map, block, and parcel(s) number	
II-6.	Vicinity map showing location of the site relative to the surrounding area (typically drawn in upper right hand corner), at a scale of 1" = 2,000'	
II-7.	Boundaries of the tract to be subdivided or developed:	
	a. Tied to nearest street intersection (within 300') or USGS (within 2000')	
	b. Showing locations of intersecting boundary lines or adjoining properties	
II-8.	Location and descriptions of all monuments, markers, and control corners	
II-9.	Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as 'old property lines' and show as dashed lines	
II-10.	Dimensions, location and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to the closest property lines; building setback lines (or note). A dashed line should be shown on the plat outlining all known structures, ponds or lakes removed or filled.	
II-11.	The name and location of any property or building on the National Register of Historic Places or locally designated historic property	
II-12.	Areas designated as common area or open space under control of an Owners' Association	
II-13.	Proposed building locations for zero lot-line developments	
II-14.	Location of manufactured dwelling spaces and whether they are designated for single or double wide dwellings	
II-15.	Typical diagram of manufactured dwelling space	
II-16.	Location of designated recreation areas and facilities	
II-17.	Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size	
II-18.	Site calculations including:	
	a. Acreage in total tract	
	b. Acreage in public open space	
	c. Total number of lots proposed	
	d. Linear feet in streets	
	e. Area in newly dedicated right-of-way	
II-19.	Lots sequenced or numbered consecutively	
II-20.	Show dimensions and location of all parking areas, total provided and minimum required number of parking spaces, driveways, service areas, off-street loading facilities and pedestrian walkways	
II-21.	Within parking areas, clearly indicate each parking space, angle of parking and typical size	
II-22.	Street data illustrating:	
	a. Existing and proposed rights-of-way lines within and adjacent to property (shown with a cross-hatch pattern)	
	b. Existing and proposed rights-of-way within and adjacent to property showing:	
	i. Total right-of-way width dimension	
	ii. Right-of-way width dimension from centerline of existing public streets	

c. Existing and proposed streets showing:	
i. Pavement or curb lines	
ii. Pavement width dimension (face-to-face)	
iii. Cul-de-sac pavement radius	
II-23. Existing and proposed signs (location, height and area)	
II-24. Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities	
II-25. Maximum allowable built-upon area for each lot or tract (if applicable)	

**III. The following information is to be included on the UTILITY SHEET of a multi-sheet plan:**

✓Check Here

III-1. Utility Layout Plan showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines:	
a. Sanitary sewer	
b. Water distribution	
c. Drainage	
d. Natural gas, electric, cable TV, etc.	
III-2. Area to be disturbed with number of graded acres and percentage noted	
III-3. Total impervious surface area, including streets, roofs, patios, parking areas, sidewalks and driveways	
III-4. Permanent watershed protection controls including wet detention ponds, maintenance and access easements and natural filtration and infiltration areas	
III-5. Location and width of required buffer areas	
III-6. Stormwater network, including swales, culverts, inlet and outlet structures with grades, elevations, dimensions and hydraulic calculations	

**IV. The following information is to be included on the LANDSCAPING SHEET of a multi-sheet plan:**

✓Check Here

IV-1. Location of any required planting yard and/or parking lot plantings	
IV-2. Location and screening of dumpsters/compactors	
IV-3. Location, species, size, number, spacing, height of trees and shrubs in required planting areas. (If existing vegetation is to be preserved, indicate approximate height and species mix)	
IV-4. Size of planting yard, walls, berms and fences	
IV-5. Zoning district(s) within the property and adjacent properties	
IV-6. Existing land use within the property and on adjacent properties	
IV-7. Areas designated as common area or open space under control of an Owners' Association	
IV-8. Site calculations including acreage in public open space	
IV-9. Show dimensions and location of all parking areas, total provided and minimum required number of parking spaces, driveways, service areas, off-street loading facilities and pedestrian walkways	

**Additional Documents and Written Information  
Which May Be Required in Addition to the Site Plan**

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided.

**✓Check Here**

Documentation of Submission of an Erosion Control Plan, if disturbing greater than one acre	
Evidence of Notification to US Army Corps of Engineers of Earth-Disturbing Activities in Wetlands	
Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.	
Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.	
Detailed descriptions of recreational facilities to be provided.	
Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.	
A traffic impact assessment performed and prepared by a qualified transportation or traffic engineer or planner.	
Time schedules for the completion of phases in staged development.	
The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.	