

FINAL SITE PLAN APPLICATION REQUIREMENTS CHECKLIST

Submit with your application.

Final site plans are conditions for certain land use review approvals, particularly site and use review applications. Site plans show the final site layout, including existing and proposed building footprints, general landscape areas, parking areas, and pedestrian and vehicular circulation. Final site plans are generally a revision or update of the land use review approved plans. Changes made to the approved land use review plans must be clearly identified and noted, either on the plans or in an attached written statement. A complete submittal will allow reviewers to determine how the final site design has changed from the preliminary plans and to relate improvements to recommendations made during the land use review. **Fill out the checklist below, checking off items as they are included in the submittal packet, and sign at the end. Submit the completed checklist with your application.**

***Five (5) copies of final site plans are required.**

General

- 1. Standard sheet size: 24" x 36", folded to 9" x 12"
- 2. Scale on each plan sheet (must be a standard scale, minimum 1"=30'; 1"=10' and 1"=20' acceptable)
- 3. North arrow on each plan sheet
- 4. Legal description (to be included on the cover sheet or on the site plan. Note: a legal description on a 8½" x 11" format is also required to be submitted with the applicant's written materials.)
- 5. Cover sheet, including:
 - (A) Vicinity map (reference city requirements. Note: a vicinity map on a 8 ½" x 11" format is also required to be submitted with the applicant's written materials.)
 - (B) List of sheet numbers and plan types for each

Title Block

While the format of the title block and its location on a plan sheet may vary, all plan sheets must have a title block that includes the following minimum information.

- 6. Project name
- 7. Address (or site location if no address has yet been assigned)
- 8. Date (and revision date)
- 9. Plan drawer's name, address, phone number. (e.g. architect, designer, engineer)
- 10. Plan type (e.g.. site plan, floor plan, building elevations, etc.)
- 11. Application type (Final Site Plan)

- 12. Applicant's name, address, phone number
- 13. Sheet number
- 14. Case number **N/A**

Project Statistics

You may fill in the city's Project Fact Sheet template or create your own format, but the required information must be provided on the site plan in the order shown below. Complete only those items that apply to your project. All information must reflect the approved project and final plan statistics.

Final Site Plan Information

- 15. Property lines
- 16. Site and lot dimensions
- 17. Proposed site layout
- 18. Proposed building footprints, indicating entry locations and potential building envelopes, if different
- 19. Building and parking setbacks, dimensioned from property lines
- 20. Existing trees (This must be shown on the site plan whether or not a separate landscape plan is required.)
- 21. Dimensioned curb cuts and driveways
- 22. Parking: dimensioned parking spaces, dimensioned drive aisles
- 23. Location of bicycle parking
- 24. Existing natural features: mapped wetlands, 100-year flood zone boundaries, ditches (with name), creeks
- 25. All existing and proposed easements, public and private
- 26. All stormwater detention and water quality facilities
- 27. Service areas
- 28. Loading areas
- 29. Trash collection areas
- 30. Location of all freestanding signs
- 31. Existing and proposed site contours; proposed must be coordinated with drainage/grading plan
- 32. Location, dimensions, and surface material(s) of useable open space

- 33. Transit stop locations, if applicable **N/A**
- 34. Sight "triangle" requirements at all intersections of streets and driveways (may be shown on landscape plan; see Section 9-9-7, B.R.C. 1981 for sight distance requirements)
- 35. Approved development phasing plan, if applicable **N/A**
- 36. Solar access analysis, if required **N/A**



(signature of person who filled out checklist)

Sara Bower

(print name)