



***PLANNING DIVISION
SITE PLAN REVIEW CHECK LIST***

_____ **Five Sets** of Site Plan with application folded to 9”x 14” size or smaller

_____ **\$100** application fee

_____ **Electronic copies** of all submitted items on a USB thumb drive

Required Site Plan Information

_____ A site location diagram indicating the site in relation to the surrounding streets and the city’s major street network.

_____ Title block and reference information, including:

- Name of project
- Name of property owner
- Name of applicant/developer
- Name of architect/engineer
- Scale, both numerical and graphical
- Date of submission with provision for dating revisions

_____ Site dimensions: Show dimensions of site perimeter, applicable zoning setback lines, site area in square feet and access.

_____ Site surroundings: Indicate the property lines, ownership, and location of all buildings occupying and property abutting subject property or location within a distance of three hundred (300) feet from the perimeter of the site.

_____ Easements and restrictions: Indicate the location and nature of easements, zoning boundaries or other restrictions or limitations on the use of the subject site.

_____ Site topography: Provide existing and proposed contours at intervals of two (2) feet or less.

_____ Building location, size and sitting: Outline the dimensions from the property lines the “footprint” of all buildings (including location of dumpsters and waste disposal areas). All building extensions or projections beyond the primary façade should be drawn with dotted lines. Indicate building perimeter dimensions and heights.

_____ Parking layout and driveways: Include notation of parking stall size, aisle and driveway widths, and number of cars in each row of parking spaces.

_____ Landscaping plan: Describe existing and proposed landscape material by size and species along with related site improvements such as retaining walls, walkways, plazas, etc. Preliminary submission should show generalized massing of major existing tree groups and approximate location of all trees over nine-inch caliper and indicate whether to remain or to be removed. The final plan should locate all trees over six-inch caliper and indicate which are to remain and which are to be removed as well as accurately describe the size, type and location of all planned plant material.

_____ Utilities: Indicate provision for or access to major utilities including water, storm sewers, sanitary sewers, gas and electricity.

- _____ Stormwater management and erosion control: Indicate provisions to be made to direct and detain stormwater on site in accordance with applicable city regulations and to mitigate erosion both during and following completion of construction.
- _____ Lighting plan: Indicate the location of light standards along with both a graphic and catalog reference describing the proposed standards.
- _____ Development Data: Indicate in tabular form on the site plan the following:
 - Site area in square feet and acres
 - Gross building floor area in square feet
 - Gross floor area (GFA) square feet
 - Floor area ratio (FAR) 3/1
 - Building coverage (building “footprint”/1)
 - Site coverage (6 + parking & driveway areas/1)
 - Parking spaces required
 - Parking spaces to be provided
 - Existing and proposed zoning
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- _____ Flood plain information relating to the location of the 100-year flood plain.
- _____ Any additional information that is deemed by the Planning Commission to be 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.

Additional Information to all Site Plan Review Applicants

1. The site plan shall be drawn and certified or sealed by a licensed professional architect or engineer.
2. The site plan must be drawn to scale and with reasonable accuracy.
3. During site plan review, the applicant will be asked to provide architectural elevations of any building additional or new buildings. This includes material and color samples. Building profiles and exterior materials shall be shown by elevation and/or section drawings. While these architectural schematics should be drawn to scale, they may be drawn freehand if accurately and skillfully executed.
4. Sit-down, carry-out, and fast-food restaurants must submit a floor plan of the restaurant as well. This is to help determine parking, by considering the floor plan of the restaurant.
5. Flood plain information relating to the location of the 100-year flood plain and if a flood plain exists on the property.
6. Please contact the Director of Planning and Development at 314.963.8629 with additional questions.