

SITE PLAN REVIEW CHECKLIST

PROJECT NAME: _____

REVIEW DATE: _____

REVIEWED BY: _____

- _____ 1. All new or addition exceeds 10,000 square feet.
- _____ 2. Signed by owner.
- _____ 3. 20 Copies submitted to Planning & Zoning.
- _____ 4. Prepared by registered architect, landscape architect, professional engineer, or registered land surveyor.
- _____ 5. Submitted on 24" x 30" sheets.
- _____ 6. Name of project.
- _____ 7. Address of project: _____ Does address need changed? yes no
New address: _____
- _____ 8. Boundaries.
- _____ 9. Date.
- _____ 10. North Arrow.
- _____ 11. Scale of plan: 1: _____
- _____ 12. Name & address of owner.
- _____ 13. Name & address of developer.
- _____ 14. Name, address and phone number of preparer.
- _____ 15. Existing lot lines, easements & rights-of-way.
- _____ 16. Area in acres or square feet.
- _____ 17. Location & use of all existing buildings & structures.
- _____ 18. Dimensions of buildings height & floor area.
- _____ 19. Exterior entrances.
- _____ 20. Existing & proposed public & private ways, driveways, sidewalks, ramps, curbs & fences.
Comments received from Public Works Department? yes no
Does public sidewalk need constructed? yes no

- _____ 21. Location of required parking areas, including stalls, setbacks, loading & service areas.
of parking spaces required: _____ Adequate? yes no
- _____ 22. Location, height, intensity & type of all exterior lighting fixtures.
- _____ 23. Direction of illumination & methods to eliminate glare onto adjacent properties.
- _____ 24. Location, type & screening details for waste disposal containers.
- _____ 25. Landscape plans showing existing & proposed changes including:
- _____ 26. Water sources including existing & proposed.
- _____ 27. Location of existing & proposed utilities.
Comments received from Utility Department? yes no
- _____ 28. Storm water management study and plan.
Comments received from City Engineer? yes no **EXEMPT**
- _____ 29. Erosion Control plan.
- _____ 30. Existing & proposed topography not more than 2 foot contours & location of flood plains
(USGS Datum)
- _____ 31. Zoning districts adjacent to site.
- _____ 32. Traffic flow patterns within site.
- _____ 33. Traffic entrances & exits.
Site triangle obstructions? yes no
- _____ 34. Loading & unloading areas.
- _____ 35. Curb cuts on site & within 100 feet of site.
- _____ 36. Location and size of proposed signage.
- _____ 37. Detailed traffic study for large uses & multi-tenant developments.
- _____ 38. Notations made for omissions