

# SITE PLAN REVIEW CHECKLIST

Project Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Project Manager/Contact Person: \_\_\_\_\_

## 1. General Information

- | <b>ok</b>                | <b>not shown</b>         | <b>not applicable</b>    |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans drawn to a scale of not less than 1" = 50' for properties less than three acres;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The proprietor's, applicant's and owner's names, addresses and telephone numbers;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The date (month, day, year), title block, scale and northpoint;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The name, address and professional seal of the architect, engineer, surveyor, landscape architect or planner responsible for preparation of the plan; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The zoning district classification of the petitioner's parcel and all abutting parcels;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pertinent area, height, lot coverage and set-back requirements of the zoning district in which the parcel is located;                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A legal description, including a gross acreage figure.  |

## 2. Physical features

- | <b>ok</b>                | <b>not shown</b>         | <b>not applicable</b>    |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed lot lines, building lines, structures and parking areas on the parcel and within 100 feet of the site; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of existing and proposed traffic and pedestrian circulation facilities, including:                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Centerlines and existing and proposed right-of-way lines of abutting streets;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Access drives;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Service drives;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire lanes;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street intersections;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Acceleration, deceleration and passing lanes and approaches;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sidewalks and pedestrian paths; and  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Curbing.   |

### The location of existing and proposed service facilities above and below ground including:

- | <b>ok</b>                | <b>not shown</b>         | <b>not applicable</b>    |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Chemical and fuel storage tanks and containers;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage, loading and disposal areas of chemicals, hazardous substances, salt and fuels;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water mains, hydrants, pumps, standpipes and building services and sizes;<br>Fire Dept. Connections on buildings should be within 150 feet of fire hydrants;                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sanitary sewers and pumping stations;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backwater prevention recommended in low areas and where combined stormwater and sanitary sewer system exist;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backwater prevention device on private fire hydrants;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater control facilities and structures, including storm sewers, swales, retention/detention basins, drainageways and other facilities, including calculations for sizes; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of all existing and proposed easements;   |

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Public utility distribution systems;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wells, cisterns, septic tanks, and laterals;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landscaping sprinklers water service hookup;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensioned flood plains;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Finished floor elevations. Typical elevation views and specifications of building materials of all buildings; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parking calculations. Dimensioned parking spaces, aisles and drives. Type of surfacing;                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting locations, type of lights and illumination patterns;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location and description of all existing and proposed landscaping, berms, fencing and walls;              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The trash receptacle pad location and method of screening;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The transformer pad location and method of screening;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sign locations, heights and sizes;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any other pertinent physical features.  |

### 3. Natural features

- | <b>ok</b>                | <b>not shown</b>         | <b>not applicable</b>    |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For parcels of more than one acre, existing and proposed topography with a maximum contour interval of two feet on the site and beyond the site for a distance of 100 feet in all directions; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of existing drainage courses and associated bodies of water, on and off-site, and their elevations; and  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of natural resource features, including wetlands and woodlands;  |

### 4. Additional requirements for R-3, NR1 and NR2 Districts

- | <b>ok</b>                | <b>not shown</b>         | <b>not applicable</b>    |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Density calculations by type of unit;                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Designation of units by type and number of units in each building; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Garage or carport locations and details where proposed; and        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Details of community buildings and recreational facilities;        |

### 5. Additional requirements for C1A, C1B, C1C, C2, C3, C4, M1, M2 and M3 Districts

- | <b>ok</b>                | <b>not shown</b>         | <b>not applicable</b>    |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Loading/unloading areas;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Total and useable floor area; and                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Number of employees, customers, clients or patients in peak usage. |

### 6. Additional requirements for D Districts

- | <b>ok</b>                | <b>not shown</b>         | <b>not applicable</b>    |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Detailed building elevations for all structures rehabilitated or constructed showing dimensions and specifying building materials; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Areas of windows.  |