

Checklist for Reviewing Completeness of a Site (Development) Plan

For: _____ : Date _____
 Address (if known) _____
 Property description _____
 Applicant/property owner _____

In the Plan			Specific Information Outline
Yes	No	Not Applicable	The following items are to be used solely as guidelines. Each should be considered, but the necessity of their completeness or presence shall be left to the discretion of the reviewer.
A. Type of Site Plan:			
			1. Basic (dwellings, additions to dwellings, accessory structures, etc.)
			2. Medium (appeals, required by ordinance for district, C-1, C-2, I, PLFD, MR, H, etc.)
			3. Detailed (special use, PUD, CD district, etc.)
B. Drawing Requirements:			
			1. Basic
			A. Sketch, drawn to scale or superimposed on an aerial photo or survey of the parcel.
			2. Medium
			A. Drawn on paper which is not smaller than 8½ by 11 inches.
			B. The drawing can be readily interpretable (including multiple drawings, if necessary).
			3. Detailed
			A. Scale not greater than 1 inch equals 20 feet, nor less than 1 inch equals 100 feet.
			B. The drawing can be readily interpretable (including multiple drawings if necessary).
			C. Designed/drawn by a registered professional architect, landscape architect, engineer, land surveyor or community planner (or, if acceptable to the Commission, owner or other qualified individual).
C. Content			
			1. Basic Site Plan
			A. The property, identified by parcel lines and location and size.
			B. Name and address of the property owner(s), developer(s), and designer(s), and their interest in said properties.
			C. The scale, north arrow
			D. Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over 25%, beach, sand dunes, drainage and similar features.
			E. The location of proposed and main and accessory buildings, existing structures, fences on the site, the height of all buildings and square footage of floor space.
			F. The proposed driveway, if any.
			G. Show any changes or modifications required for any applicable regulatory agencies' approvals. (Site plan or development plan changes required after the planning commission directs, zoning administrator to issue a Special Use Permit.
			2. Medium Site Plan
			A. All the data required for a Basic Site Plan, above
			B. The parcel's legal description.
			C. Boundary dimensions of natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over 25%, beach, sand dunes, drainage, and similar features.

Yes	No	Not Applicable	The following items are to be used solely as guidelines. Each should be considered, but the necessity of their completeness or presence shall be left to the discretion of the reviewer.
			D. Location dimensions of existing and proposed man-made features such as buildings, structures, utility easements, water, storm sewer and sanitary sewer lines, storm water drainage, and retention lines.
			E. Neighboring driveways and other vehicular circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas.
			F. Any proposed alterations to the topography and other natural features shall be indicated.
			G. Any proposed location of connections to existing utilities and proposed extensions thereof.
			H. A description of the proposed development.
			I. A vicinity map showing the location of the site in relation to the surrounding street system.
			3. Detailed Site Plan
			A. All the data required for a Basic Site Plan, above, and a Medium Site Plan, above.
			B. The proposed location of any open spaces, landscaping, and buffering features such as greenbelts, fences, etc.
			C. The location, proposed finished floor, and grade line elevations.
			D. Site plans for residential development shall include a density schedule showing the number of dwelling units per acre, including a dwelling schedule showing the unit type and number of each unit type.
			E. Any proposed roads, sidewalks, and other vehicular and pedestrian circulation features within and adjacent to the site;
			F. Generalized soil analysis data, which may include data prepared by the County Soil Conservation District or modern progressive soil survey regarding the soils and their adaptability to the use. More detailed information may be required where the commission determines that the site and use warrant a more critical review of soils.
			G. Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development, when required.