

APPENDIX 3 – CHART ON SITE PLAN SUBMITTAL REQUIREMENTS

Check-off	
	A general location sketch showing at minimum, properties, streets and use of land within five hundred (500) feet of the area
	Legal description of the subject property
	The date, north arrow and scale.
	Name and address of the property owner or petitioner.
	Name and address of the person and/or firm who drafted the plan and the date on which the plan was prepared.
	Existing zoning and use of all properties abutting the subject property.
	All buildings, parking and driveways within 100 feet of all property lines
	Narrative: The overall objectives of the proposed development.
	Shown on the site plan or submitted separately, describing in general terms: Size (in acres) of the subject property and approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public streets and drives, and open space.
	Dwelling unit densities by type, if applicable
	Proposed method of providing sewer and water service, as well as other public and private utilities.
	Proposed method of providing storm drainage.
	Preliminary Site Plan Requirements
	Property lines and approximate dimensions.
	Existing adjacent streets and proposed streets.
	Parking lots and access points.
	Proposed buffer strips or screening.
	Significant natural features; and other natural characteristics, including but not limited to open space, wetlands, stands of trees, brooks, ponds, floodplains, hills, slopes of over 15%, and similar natural assets or hazards.
	Any signs not attached to the building(s).
	General topographical features at contour intervals no greater than 5 feet.
	Existing and proposed uses, buildings and structures.
	Final Site Plan Requirements
	Seal, name and firm address of the professional individual responsible for the preparation of the site plan.

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Property lines and required setbacks shown and dimensioned.	
Dimensions of all existing and proposed structures on the subject property including dwelling unit densities by type, if applicable.	
Size and location of existing and proposed utilities, including any proposed connections to public, or private community sewer or water supply systems.	
All existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, signs, exterior lighting, curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided), fire lanes and unloading areas.	
Pavement width and right-of-way width of all roads, streets and access easements within 100 feet of the subject property.	
Location and size of all surface water drainage facilities.	
Location of all solid waste disposal facilities, including recycling, and screening.	
Location and specifications for existing or proposed outside, above or below ground storage facilities for hazardous materials.	
All existing vegetation and the location, type and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls.	
Recreation areas, common use areas, flood plain areas and areas to be conveyed for public use and purpose.	
Exterior lighting showing area of illumination and indicating the type and height of fixture to be used.	
Elevation of drawings of proposed buildings.	