

## CHECK LIST FOR SITE PLANS

1. Site plan drawn to scale (1" = 30 ft.)  
Comments: \_\_\_\_\_
2. Size/height dimensions of all buildings  
Setback dimensions to be shown  
Type of construction listed  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Stamped by certified surveyor/engineer/architect  
Comments: \_\_\_\_\_
4. Location of loading zones with dimensions (if applicable)  
Comments: \_\_\_\_\_
5. Locations of driveways and dimensions  
Comments: \_\_\_\_\_
6. Location of parking/dimensions of spaces and area  
Comments: \_\_\_\_\_
7. Location of proposed and existing water, sewer, hydrants, gas lines and sizes  
Comments: \_\_\_\_\_
8. Location and dimension of any signage  
Comments: \_\_\_\_\_
9. Certification of flood map designation  
Comments: \_\_\_\_\_
10. Drainage plan is required showing drainage areas, culvert or tile size, proposed improvements (must account 10 yr. storm event)  
Must be certified by appropriate licensed personnel  
Comments: \_\_\_\_\_
11. Landscaping plan is required with calculations shown:  
Landscaping Ordinance 05/06-8  
Comments: \_\_\_\_\_

12. Paved parking lots, parking areas, & loading zones required  
Comments: \_\_\_\_\_

13. Planning commission may require additional data on drainage, flooding, soils, utility line pressure, or other info deemed necessary by commission for site plan review  
Comments: \_\_\_\_\_

14. Bond is required for paved parking, water, sewer, and fire hydrants, and landscaping. Bond shall be valid for at least one year. Bond may be performance bond, escrow, and bank certified letter of credit with bank assuming liability for default.  
Comments: \_\_\_\_\_

15. All site plans shall be considered invalid six months after date of approval unless building permit has been obtained and 50% of construction has been completed. If construction hasn't been completed beyond 50%, new site plan must be approved.  
Comments: \_\_\_\_\_

16. Site plans shall show location of sidewalks. In commercial, industrial, and planned unit developments located across front yard.  
Comments: \_\_\_\_\_

17. Certificate of Ownership \_\_\_\_\_

18. Certificate of Accuracy \_\_\_\_\_

19. Certificate of Approval of Water System \_\_\_\_\_

20. Certificate of Approval of Sewer System \_\_\_\_\_

21. Sign Off by Health Dept. (if necessary) \_\_\_\_\_

## **SITE PLAN REQUIREMENTS**

A site plan shall set forth the proposed development of the total land tract and shall meet the following regulations:

- a. General Provisions.
  1. All site plans shall be prepared and certified by a licensed engineer, landscape architect, architect and/or surveyor, as may be appropriate, and in accordance with state law regarding the practice of these professions. Drawings shall be at a scale of not less than 1" = 20' for small tracts and 1" = 50' for large tracts.
- b. All site plans shall show:
  1. Topography of existing and finished grades;
  2. Location of all land subject to flooding;
  3. Dimensions and calls of property lines and all setbacks (per ordinance 05/06-06);
  4. North point, scale, acreage of site and location map;
  5. Sizes and square footage of all existing and proposed structures (including signs), dimensions of all setbacks, street right-of-ways, sidewalks, easements and covenants (per ordinance 05/06-06).
  6. Dimensions of all existing and proposed structures;
  7. Plans for vehicular and pedestrian circulation, utilities, solid waste disposal, landscaping and open space, signs, off-street parking and storm water discharge.