

SITE DEVELOPMENT PLAN FOR SUBDIVISION CHECKLIST

This checklist will be used by the Planning Department to verify the completeness of site plans submitted for review by the Environmental Planning Commission (EPC) and Development Review Board (DRB). Since development proposals vary in type and scale, there may be application requirements that are not included here and others that may not be necessary. Nonetheless, it is the applicant's responsibility to provide a complete submittal. The EPC and DRB will not consider incomplete submittals. Incomplete submittals run the risk of not being scheduled for hearing until they are made complete. Site development plans should ordinarily be composed of the following plan sheets:

1. **Site Plan** (required)
2. **Conceptual Utility Plan** (required)
3. **Design requirements for future site development plans for building permit** (optional, but STRONGLY recommended)

The following checklist describes the minimum information necessary for each sheet. Most of the site plan requirements for *Sheet #1* are taken from the definition for "SITE DEVELOPMENT PLAN For Subdivision" as outlined in the Zoning Code (§ 14-16-1-5). **The Applicant shall include and check off all items shown on the site plan or write in "n/a" if not applicable.**

NOTE: MAXIMUM SIZE FOR SUBMITTAL IS 24" X 36".

SHEET # 1 – SITE PLAN (Required)

- ☒ 1. Scale: at least 1" = 100'
- ☒ 2. Bar Scale
- ☒ 3. North Arrow
- ☒ 4. Scaled Vicinity Map
- ☒ 5. The Site (property lines)
- ☒ 6. Proposed Use(s) and List of Applicable Plans
- ☒ 7. Pedestrian Ingress and Egress (Access)
- ☒ 8. Vehicular Ingress and Egress (Access)
- ☒ 9. Any Internal Circulation Requirements
- ☒ 10. For each lot:
 - ☐ a. Maximum Building Height
 - ☐ b. Minimum Building Setback
 - ☐ c. Maximum Total Dwelling Units and / or
 - ☐ d. Maximum Floor Area Ratio (F.A.R.) for Nonresidential Uses

Accompanying Material

- ☒ A. Fee payment
- ☒ B. Complete application
- ☒ C. Written Summary of Request including a narrative describing compliance with applicable plans and/or zoning requirements per §14-16-3-11(B) of the Comprehensive Zoning Code.
- ☒ D. 8-1/2" x 11" reductions

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DESIGN STANDARDS FOR FUTURE SITE DEVELOPMENT PLANS FOR BUILDING PERMIT (Optional but STRONGLY recommended)

Note: If applicant is requesting delegation of future phases of development or future site development plans for building permit to the DRB or other approval body, design standards should be provided to guide future development. The design standards should address the following elements of design at a minimum. The Design Standards should be written so that they can be enforced by the DRB and/or Code Enforcement plan check.

Site Design

- Overall layout of site and buildings, relationship to adjacent sites
- Building placement, orientation, setbacks, and heights
- Pedestrian and vehicular connectivity (internal and external)
- Parking location and design (shared parking/cross parking is strongly encouraged)
- Public outdoor spaces including pedestrian amenities, shading, etc.
- Dumpster and service area locations and screening techniques
- Location, height, design and purpose of all walls and wall openings
- Location, height, design and purpose of all lighting
- Topographic challenges/opportunities
- Screening/buffering techniques
- Sustainable techniques such as permeable paving and other “green” features

Street Realm

- Transit, bicycle, pedestrian amenities
- Landscape buffers, sidewalks and other amenities in the public r-o-w
- Street trees – location and type of trees

Landscaping

- Overall landscape theme including plant palette and general location, height, and purpose of plants and trees
- Water conservation techniques

Building Design

- Context
- Architectural theme or style
- Building height, scale, massing, materials, colors, and articulation

Signage

- Standards for wall-mounted and monument signs: location of signs; max. number of signs for entire site; max. height and face area of signs; and signage materials and lighting.