

**SITE PLAN REVIEW AND PUD FINAL  
DEVELOPMENT PLAN APPLICATION CHECKLIST**

*Revised 9/2017*

The following items are required information that must accompany a completed application form and fee in order to be reviewed by the Planning Commission. Failure to provide any of the required information may result in rejection of the application as an incomplete submission:

- A. Title or description of the proposed project including a legal description of property.
- B. Name of person(s) preparing and presenting the site plan information, name(s) and address(es) of the owner/developer. The Site Plan must also contain the scale, north point, date and number of streets.
- C. Location of the property with respect to and including names and addresses of adjacent landowners (required for the public notice mailings) within 500 feet (minimum). The Site Plan must also include information regarding uses, streets, highways, railroads, easements and/or other landmarks.
- D. Two 22" x 34" and two 11" x 17" copies of all plans as well as electronic copies of each.
- E. Existing topography shown on a contour map having contour intervals no greater than two feet (2'), which must include existing buildings, structures, improved surfaces, transmission lines, existing and abandoned pipelines and pipeline easements, fences, septic systems and drain fields, vegetation, streams, wetlands and other water bodies.
- F. Existing drainage pattern of the site showing direction and the rate of storm water flow, including all offsite areas draining the subject property and the final destination of flow.
- G. A description of soils
- H. The proposed size, alignment, height, building materials and use of structures, signs or work performed, including all sign, lot and structure dimensions.
- I. A description of driveways, sidewalks and parking facilities, including a description of the type and quantity of surfacing materials.
- J. A grading plan at two foot (2') contour intervals and a description of the change in grade as it relates to structure location, other lot improvements, adjacent properties, drainage control and proposed rate of storm water runoff.
- K. A scaled landscape plan showing the location, size, quantity and type of landscape materials to be used and an explanation of any existing vegetation that may be disturbed, removed, or replaced.
- L. A tree inventory as required by the Tree Preservation Ordinance.
- M. A description of the availability and access to required public utilities.
- N. A description of the method of waste treatment to be utilized and an analysis of the wastewater flows generated from the development.
- O. An erosion control plan, which may be necessary to prevent erosion during construction or after project completion.
- P. A description of lot lighting or extraordinary illumination projection from a structure.
- Q. A description of the levels of noise, vibration, glare, smoke, odor, waste or other emissions generated and the methods employed to contain or control such emissions.
- R. A site plan showing total area of property/plat, dimensions, impervious area, and the area of ponding easements (if any).
- S. Other information pertinent to the particular application which in the opinion of the City or applicant may be necessary for review of the project.
- T. A street light plan is compliance with street light policy P-5, if applicable.