

Complete Plan Set: Site Plan

To be considered complete, the site plan should include the information below to the extent it is applicable. This is not an exhaustive list, additional items may be required at pre-application meeting.

1	Drawing Title, Project Name and Date of Preparation and/or Revision	Example: Site Plan for Joe’s Barbeque, 01/01/2016
2	North Arrow and Scale	Use engineering scale. Please include written and graphic scale.
3	Site Specific Information	<ul style="list-style-type: none"> • Project boundary • Lot lines • Building footprints for all principal and accessory structures (including any buildings or structures to be removed) • Location of riparian areas, watercourses, wetlands, 100 year floodplain, floodway, ditches • Setbacks and distance between property lines and all existing and proposed buildings and structures • Location and dimensions of right-of-way and pavement width for adjacent streets • Location and dimensions of existing and proposed open space • Gross and net square footage of the lot/parcel • Square footage of existing structures as well as new structures or additions • Existing and finished grades
4	Location, label and dimensions for proposed :	<ul style="list-style-type: none"> • Buildings on and adjacent to the subject site • Structures (i.e. retaining walls, signs, drainage structures, etc.) • Easements (i.e. utilities, water, sanitary, storm sewer, etc.) • Vehicular access • Driveways, parking areas, striping, drive aisles (include a table of calculations based on square footage and use) • Loading and delivery areas • Sidewalks, trails, public spaces • Amenity spaces • Outdoor use areas (i.e. seating, display, storage, etc.) • Trash and recycling receptacles/enclosures • Outdoor lighting • Drainage features (i.e. detention ponds, swales, etc.) • Utilities (i.e. gas, electric, water, sewer, etc.) • Fire hydrants
5	Phasing	Provide a detailed description of : <ul style="list-style-type: none"> • How the project will be phased • Which public and private improvements will be constructed in each phase