



**Traditional Zoning Site Plan Checklist      11/22/09 FINAL**

**Name of Project:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_

**The following checklist must be returned with the application to the Department of Development Services. Any waivers must be requested prior to submittal.**

All site plans shall contain the following:

Submittal Requirements

Applicant (initial each item submitted).

Town Staff

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| _____ | 1. Narrative: Provide a narrative addressing how the plan meets the Review and Approval Criteria outlined in Section 17.44.030 of the Town Code.  | _____ |
| _____ | 2. Copies: The number of 24"x36" sized drawings, and 11"x17" sized drawings is determined at the time of the pre-application conference, based on the number of referral agencies to whom the plans will be sent (to be included in site plan package). Provide a development application, narrative, and plan maps in each packet. | _____ |
| _____ | 3. Development application, fees, and retainer.   | _____ |
| _____ | 4. Final drainage study prepared by a licensed professional engineer. Include in Development Services File, Director of Development Services, and, if applicable, in the special District's and their consultants' packets.   | _____ |
| _____ | 5. Final traffic impact analysis (see Appendix TR.10 of Town Code). Include in Development Services File, Director of Development Services, Principal Planner's and, if applicable, in special District's and their consultants' packets, and Traffic Consultant's packets.   | _____ |
| _____ | 6. Final geotechnical report. Include in Development Services File, Director of Development Services, Principal Planner's and, if applicable, in special District's and their consultants' packets.   | _____ |
| _____ | 7. Utility and/or other technical studies and information as may be required by the Town.   | _____ |

- \_\_\_\_\_ 8. Water Supply – Evidence of water availability as required by the Town. (See Section 13.04 of Town Code, attached Checklist, and Appendix WA.10 of Town Code if water will be provided by the Town). If the water is to be supplied by a special district, provide a “will serve” letter from a water district indicating that the district will provide service and that they have an adequate water supply to serve the development in conformance with Statutory Requirements. \_\_\_\_\_
- \_\_\_\_\_ 9. Title company proof of ownership (Title Report). \_\_\_\_\_

Drawing Requirements

- \_\_\_\_\_ 1. Project title (Lot Number and subdivision name) and business name. Provide this centered at top of drawing and in lower right hand corner. \_\_\_\_\_
- \_\_\_\_\_ 2. Contact person, address, and phone number. \_\_\_\_\_
- \_\_\_\_\_ 3. Street address for the subject property. \_\_\_\_\_
- \_\_\_\_\_ 4. Legal description. Use Lot and Subdivision name if the property has been subdivided. \_\_\_\_\_
- \_\_\_\_\_ 5. Date of preparation with table for revisions. \_\_\_\_\_
- \_\_\_\_\_ 6. Plan preparer (planning consultant/engineer/surveyor). \_\_\_\_\_
- \_\_\_\_\_ 7. North arrow. \_\_\_\_\_
- \_\_\_\_\_ 8. Scale, written and graphic. \_\_\_\_\_
- \_\_\_\_\_ 9. Lot lines with dimensions, bearings, and control points indicated along exterior property lines. \_\_\_\_\_
- \_\_\_\_\_ 10. Existing and proposed building footprints with dimensioned setback from each property line/yard. \_\_\_\_\_
- \_\_\_\_\_ 11. Labeled general use areas within the building or site, including detention ponds, open space tracts, landscaped areas, etc. \_\_\_\_\_
- \_\_\_\_\_ 12. If a flood plain is located on the property it must be labeled and delineated. (Floodplain must be in tracts, not lots). **If the property is not in a floodplain, provide a statement indicating this.** \_\_\_\_\_
- \_\_\_\_\_ 13.A Summary Table which contains a list of uses, their acreage or square footage, and percentage of the site. Include building square footage and coverage, paved area, landscaped areas, detention ponds, total square footage of non-residential buildings an \_\_\_\_\_

maximum number of dwelling units, setbacks, and maximum building height(s).

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\_\_\_\_\_ 14. Existing utility and/or other easements or rights-of-way as shown of record, labeled as to type, which traverse through or adjacent to the property. Include reception numbers for the dedication instruments (easements).

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\_\_\_\_\_ 15. Entrances/access points into the structure and/or site.

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\_\_\_\_\_ 16. Location, dimensions, and surface treatment of all parking spaces, drives, and parking lot islands. Label compact car, handicap spaces, and snow storage areas. Applicant is responsible for complying with ADA requirements.

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\_\_\_\_\_ 17. Lighting plan, including locations of light poles, height, and illumination, including photometric plan (see Town Code Section 17.48.100 for a complete list of lighting plan requirements). Lighting cut sheets must be included on the plans.

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\_\_\_\_\_ 18. Amount of off-street parking. Include a detailed analysis of required and proposed number of parking spaces based on Chapter 17.60 of the Town Code.

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\_\_\_\_\_ 19. Landscape plan including type, size and location of all plant materials, including existing shrubs and trees. Refer to Chapter 17.52 for landscape plan submittal requirements and see separate landscape plan checklist. **Note: the landscape plan must be prepared by a licensed Landscape Architect.**

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\_\_\_\_\_ 20. Sign locations and dimensions, and general design of any sign structure, including an elevation of the sign. (Approval will be by separate permit).

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\_\_\_\_\_ 21. Building elevation drawings. Must include all sides of building(s). Label and describe colors and materials of all exterior architectural features with name of manufacturer and product numbers, and identify function of all exterior architectural features.

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\_\_\_\_\_ 22. Screening of roof-top mechanical equipment, waste receptacles, and any proposed outdoor storage – these must all be screened, and screens must match or complement the colors of the adjacent building elevations.

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\_\_\_\_\_ 23. Zoning, land use, building locations and curb cuts of adjacent properties (including those across streets).

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\_\_\_\_\_ 24. Grading plan showing existing and proposed contours at one-foot intervals.

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- \_\_\_\_\_ 25. Adjacent street system and proposed access points. Show all adjacent rights-of-way, including existing and proposed public improvements such as sidewalks, bike lanes, curb and gutter, and pavement. \_\_\_\_\_
- \_\_\_\_\_ 26. Emergency/fire access lanes, if required. (Contact appropriate Fire District) \_\_\_\_\_
- \_\_\_\_\_ 27. Existing and proposed fire hydrants adjacent to or serving the site. Indicate the distance to the closest off-site fire hydrant. \_\_\_\_\_
- \_\_\_\_\_ 28. Location and size of all existing and proposed utility lines and valves to which the property will connect (water, sewer, stormwater), both main and service lines. \_\_\_\_\_
- \_\_\_\_\_ 29. Water, gas, and electric meter sizes and locations. (Indicate these will be painted to match adjacent building color). \_\_\_\_\_
- \_\_\_\_\_ 30. Location and type of backflow prevention devices. \_\_\_\_\_
- \_\_\_\_\_ 31. Vicinity map outlining the boundary of the site, adjacent lots, subdivisions, streets, nearest major roads and street intersections, and any major drainage features. Include a north arrow. \_\_\_\_\_
- \_\_\_\_\_ 32. Signature Blocks – see attached. \_\_\_\_\_
- \_\_\_\_\_ 33. Traffic control plan including stop signs, stop bars, curbing or wheel stops, directional arrows, etc. \_\_\_\_\_
- \_\_\_\_\_ 34. Curb and gutter locations and details, including curb height. \_\_\_\_\_
- \_\_\_\_\_ 35. Details for fences, trash enclosures, and any details called out on the plan sets. Include colors and materials. \_\_\_\_\_
- \_\_\_\_\_ 36. Show and label all surface materials, including pavement, sidewalks, handicap ramps, etc. \_\_\_\_\_
- \_\_\_\_\_ 37. Show and label limits of construction. \_\_\_\_\_
- \_\_\_\_\_ 38. If the project will be constructed in more than one phase, show phasing lines. \_\_\_\_\_
- \_\_\_\_\_ 39. Label all features, lines, etc., and ensure lines and arrows are pointing to the correct item. Provide dimensions for all features. \_\_\_\_\_
- \_\_\_\_\_ 40. Provide correct spelling and grammar and ensure there is no overlapping or illegible printing. \_\_\_\_\_

**B. The following information and studies may also be required to be submitted along with the site plan:**

\_\_\_\_\_ 1. Survey prepared by a licensed professional land surveyor – required when the property has not been subdivided and the parcel was created by a metes and bounds legal description. An improvement survey is also required when existing buildings are located on the parcel.

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\_\_\_\_\_ 2. Additional information as may be requested by Staff (This may include supplemental studies such as view analysis, noise studies, surveys of existing vegetation, environmental studies, etc.).

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**TRADITIONAL ZONING SITE PLAN SIGNATURE BLOCK**





