

Site Plan Application Checklist

All items located under the Site Plan Submittal Requirements in the Checklist below must be turned into the City in order to be considered a complete Site Plan Submittal. If any of the items are missing from this list, it will be deemed incomplete.

Project Name: _____

| No. | C | I | NA | Site Plan Submittal Checklist (Requirements) | Code Reference |
|-----|---|---|----|--|---------------------|
| | | | | Lot size, Building Height, Setbacks | 11.6.12.A.1 |
| 1 | | | | Lot size conforms to zoning | 11.6.12.A.1.a |
| 2 | | | | Frontage conforms to zoning | 11.6.12.A.1.b |
| 3 | | | | Building height conforms to zoning | 11.6.12.A.1.c |
| 4 | | | | Setbacks conform to zoning | 11.6.12.A.1.d |
| 5 | | | | Driveways and curb openings | 11.6.12.A.3, 11.6.8 |
| | | | | Engineering Drawings: | 11.6.12.A.4 |
| 6 | | | | General: Stamped by licensed engineer | 11.6.12.A.4.a |
| | | | | Land Use: | 11.6.12.A.4.b(1-29) |
| 7 | | | | Cover sheet | (1) |
| 8 | | | | Map of survey | (2) |
| 9 | | | | Title block | (3) |
| 10 | | | | Type of Development | (4) |
| 11 | | | | Subdivision Name and Lot Number(s) | (5) |
| 12 | | | | Plan size 24" x 36" | (6) |
| 13 | | | | Graphic Scale | (7) |
| 14 | | | | North Arrow | (8) |
| 15 | | | | Legend | (9) |
| 16 | | | | Curve Table | (10) |
| 17 | | | | Survey Markers | (11) |
| 18 | | | | Vicinity Map | (12) |
| 19 | | | | Exterior Boundary of the Site | (13) |
| 20 | | | | Tie to 2 min monuments | (14) |
| 21 | | | | Legal description and boundary lines to match | (15) |
| 22 | | | | Show adjoining, existing, and proposed streets | (16) |
| 23 | | | | Proper closure required | (17) |
| 24 | | | | Topographic intervals at no > 2' | (18) |
| 25 | | | | Name, address, and phone number of the developer, surveyor, and engineer | (19) |
| 26 | | | | Owner(s) of record | (20) |
| 27 | | | | Surveyor (as applicable) AND Engineer's license number (required) | (21) |

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| 28 | | | Revision dates | (22) |
| 29 | | | Legible writing and spacing | (23) |
| 30 | | | Show easements existing or proposed | (24) |
| 31 | | | Lot setbacks | (25) |
| 32 | | | Property acreage and square footage | (26) |
| 33 | | | Proposed address | (27) |
| 34 | | | Show neighboring properties | (28) |
| 35 | | | List all project tax ID #s | (29) |
| 36 | | | Electrical: load, usage, proposed service size, existing and proposed infrastructure | 11.6.12.A.4.c |
| 37 | | | Gas: load, pressure, usage, proposed meter size, existing and proposed infrastructure | 11.6.12.A.4.d |
| 38 | | | Sewer: plan and profile, existing and proposed infrastructure | 11.6.12.A.4.e |
| 39 | | | Storm drainage, grading plan, and calculations for storm & pond | 11.6.12.A.4.f |
| 40 | | | Streets: layout and standards, proposed cross sections, plan and profile | 11.6.12.A.4.g |
| 41 | | | Water: load, usage, proposed meter size, existing and proposed infrastructure | 11.6.12.A.4.h |
| Parking, Traffic, and Pedestrian Circulation | | | | 11.6.12.A.4.i(1-27) |
| 42 | | | All proposed new uses on site | (1) |
| 43 | | | Label gross floor area of all structures | (2) |
| 44 | | | Show handicapped parking stalls | (3) |
| 45 | | | Alternative parking not more than 200' from nearest point of subject property | (4) |
| 46 | | | Circulation patterns for auto and pedestrian, cross over easements, striping, etc. | (5) |
| 47 | | | Backing into street allowed only if 1-4 family res. Or bus. With < 4 parking stalls | (6) |
| 48 | | | Entryway and access widths for ingress and egress | (7) |
| 49 | | | Spacing between driveways | (8) |
| 50 | | | Accesses generally line up across street | (9) |
| 51 | | | Alternative parking within building or structure in place of parking lot | (10) |
| 52 | | | Landscaping and barriers for parking lots %, type, curbing, shrubs, trees, etc. Parking lot Landscaping 10% if <50 stalls, 15% if 50-100, 20% if >100 stalls, also see (11.6.12.A.2, 11.6.8.E.7.2, 11.6.8) | (11) |
| 53 | | | Show carport structures in lieu of trees for parking shade | (12) |
| 54 | | | Planter islands end of parking rows | (13) |
| 55 | | | Show general irrigation system needs for landscaping | (14) |
| 56 | | | Lighting design (photometric plan) if > 20 parking stalls | (15) |

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| 57 | | | Note on plans "It shall be the responsibility of the owner to maintain all parking areas" | (16) |
| 58 | | | Maximum parking size 200 spaces | (17) |
| 59 | | | Minimum required backing distance per parking stall 11.6.8.D.11 | (18) |
| 60 | | | Minimum width of drive, drive-thru, and drive-adjacent lanes 11.6.8.D.12 | (19) |
| 61 | | | Minimum size of parking spaces in accordance with 11.6.8(D)(13) | (20) |
| 62 | | | Additional Two (2) feet of stall width adjacent columns, walls, or other barriers | (21) |
| 63 | | | Parking lot drainage, storm drainage calculations, striping, grading plan | (22) |
| 64 | | | Surfacing - parking lot must be asphalt, or concrete | (23) |
| 65 | | | No protruding vehicles, no parking space located within 6' of the property line | (24) |
| 66 | | | Screening requirements in accordance with 11.6.8.18 | (25), (26) |
| 67 | | | Building(s) > 10,000 sf with commercial or industrial use with deliveries needs at least 1 loading space + 1 for every 20,000 sf thereafter. | (27) |
| 68 | | | Required number of parking stalls shall be labelled in a parking table calculated separately for each business or land use proposed. | (28) |
| General Area Landscaping: | | | | 11.6.12.A.4.j (1-5) |
| 69 | | | Front Yard | (1) |
| 70 | | | Side and Rear Yards | (2) |
| 71 | | | Abutting Residential | (3) |
| 72 | | | Other Landscaping | (4) |
| 73 | | | Other Non-parking Areas | (5) |
| Traffic Study to Address Traffic Safety and Traffic Congestion (if required by ALUA): | | | | 11.6.12.A.4.k (1-6), 11.6.8 |
| 74 | | | The effect of the site development plan on traffic conditions on abutting streets. | (1) |
| 75 | | | The layout of the site with respect to locations and dimensions of vehicular and pedestrian entrances, exits, drives and walkways. | (2) |
| 76 | | | The arrangement and adequacy of off-street parking facilities to prevent traffic congestion, and compliance with the provisions of NCC Section 11.6.8 <i>Parking and Loading</i> of this title. | (3) |
| 77 | | | The location, arrangement and dimensions of truck loading and unloading facilities. | (4) |
| 78 | | | The circulation patterns within the boundaries of the development. | (5) |
| 79 | | | The surfacing and lighting of off street parking facilities. | (6) |

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| | | | | Building and Other Structures: | 11.6.12.A.4.l (1-7) |
| 80 | | | | Building footprint dimensions of all existing and proposed structures | (1) |
| 81 | | | | Building finished floor elevation(s) | (2) |
| 82 | | | | Building floor plan(s) | (3) |
| 83 | | | | Existing buildings labeled, "Ex" | (4) |
| 84 | | | | New buildings or structures labeled, "New" | (5) |
| 85 | | | | Building(s) or Structure(s) to be demolished labeled, "Demo" | (6) |
| 86 | | | | Note on the drawings IBC building construction type, square footage, and occupancy | (7) |
| | | | | Screening & Fencing outside of Parking Lot Area: | 11.6.12.A.4.m |
| 87 | | | | Includes lines 1 - 9 in the referenced code (Missing items have been noted and will need to be addressed by the applicant) | 11.6.12.A.4.m(1-9) |
| 88 | | | | Trash Containment | 11.6.12.A.4.n |
| 89 | | | | Outside Storage | 11.6.12.A.4.o |
| 90 | | | | Signage | 11.6.12.A.4.r |