

### **PRELIMINARY SITE PLAN CHECKLIST**

Date: \_\_\_\_\_

*\*The following information must be completed and submitted to the Planning Board Secretary at least 3 weeks prior to the scheduled meeting you'd like to be heard at.*

- ☐ Application – 18 prints of site plan and required fee
- ☐ True and accurate plot – scale should be no less than 1:50' and needs to include uniform sheet size \_\_\_\_\_, block \_\_\_\_\_, lot \_\_\_\_\_, plate \_\_\_\_\_, track name \_\_\_\_\_, owner of record \_\_\_\_\_
- ☐ Zoning classification of property
- ☐ Location of proposed buildings
- ☐ Open Space
- ☐ Parking or recreation areas
- ☐ Soil conservation service soil classification
- ☐ Acreage of tract nearest 1/10 acre
- ☐ Contours at 2' intervals maximum extended 200' beyond the lot lines where possible; contours should be reference to U.S.G.S. maps
- ☐ Location of water courses including their extent, surface elevation, depths, and flood plains
- ☐ All lot lines, setback lines, railroad and their right of ways location and purpose of any easement, underground or overhead utility lines of any street which abut the property
- ☐ Parking schedule in accordance with Zoning Ordinance
- ☐ Parking and circulation plan showing location and arrangement of vehicular access-ways and the location, size and capacity of all parking and loading areas
- ☐ Complete landscape plan including size and type of all plantings
- ☐ Paving construction detail
- ☐ Drainage plan containing size\_\_\_\_\_, location \_\_\_\_\_, and slope of any existing or proposed pipes \_\_\_\_\_
- ☐ Size, type, invert elevation and location of any existing or proposed drainage inlets
- ☐ Proposed contours with intervals of 1' for more than 3% but less than 15% and 5' when 15% or more – location ditches, swales, berms, streams must be shown.
- ☐ Drainage calculations to substantiate the capacity of drainage system. Curbs \_\_\_\_\_, sidewalks \_\_\_\_\_, all other areas devoted to pedestrian use \_\_\_\_\_
- ☐ Buildings front, side, and rear elevators and floor plan
- ☐ Key map showing location of site within City
- ☐ Site lighting plan

- ❑ Copy of protective covenants, deed restrictions applying to tract to be developed shall be submitted
- ❑ Any other information, which is deemed to be necessary for the review of site plan by Board.