



## Basic Site Plan Checklist

**Project File Number:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

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

The site plan must be legible and easily understood by professionals as well as the public. Clearly differentiate between existing and proposed development.

### Basic Site Plan contents:

Applicant / Staff Verify

#### Basic Requirements

- /  Plan sheets 18" x 24" or 24" x 36" in size (smaller size may be acceptable with prior approval)
- /  Standard Engineer's scale, for example: 1 inch = 20 feet
- /  Title block: Project name; owners name; site address, tax parcel number; subdivision name
- /  North arrow
- /  Vicinity map
- /  Depict the entire property and the area within 150-foot radius of the property
- /  Zoning /Comprehensive Plan designation

#### Property Information

- /  Property boundaries (bold line)
- /  Existing and proposed structures – Clearly differentiate between existing and proposed structures. Label each structure by its use (e.g. garage, landscaping/retaining wall, fence, mechanical equipment)
- /  Setbacks/buffers from property lines, easements and/or existing buildings for all structures (as applicable)
- /  Impervious (hard) surface coverage calculation
- /  Proposed and existing elevations in 2 or 5 foot contours
- /  Easements: Include access, utility, other (e.g. use easements, conservation easements)

#### Subdivisions

- /  Location and size of proposed lot(s)
- /  Proposed building envelopes (required for binding site plan applications)

Landscape (Chapter 14.72 LSMC)

- /  Location of existing or proposed open space and/or required landscaping
- /  Locations of significant trees and/or stands of significant trees as defined in Chapter 14.08

**Critical Areas**

- /  All critical areas and associated buffer areas as defined in Chapter 14.88 (if present)
- /  Shoreline jurisdiction: Include ordinary high water mark, shoreline buffer?
- /  The proposed clearing and/or grading limits and areas of land disturbance
- /  Stormwater facility: Location/management method (e.g.) dispersion, infiltration, detention)

**Utilities**

- /  Sewer/septic system facility: Include lines, primary and reserve drainfields and setbacks
- /  Water/well facility: Include lines, water meters, well house, well protection area
- /  Other facilities: Include power lines, fire hydrants, generators, propane tanks, heat pumps, solar, etc.

**Street and Parking**

- /  Access to the property (existing and proposed): Dimension adjacent rights-of-way/access easements and driving surface with. Depict access from a right-of-way, emergency services access, driveways, non-motorized access (e.g. sidewalks, trails)
- /  Layout of internal vehicular and pedestrian circulation system
- /  Parking lot/space layout and dimensions or existing parking spaces and when applicable loading areas (for commercial or multi-family projects show compliance with the IBC Chapter 11 Barrier Free requirements)
- /  Public improvements including: pavement width, sidewalk, curbs, gutters, etc.