



SITE PLAN CHECKLIST

Project Name: _____

Submitted By: _____

Date: _____

Checked By: _____

Date: _____

ITEM	REQUIREMENTS	YES	NO	N/A
1	Property lines with dimensions			
2	Tax parcel number			
3	Property address, if assigned			
4	Zoning district			
5	Easements and rights-of-way			
6	Adjacent roads and existing or proposed driveways			
7	Proposed structure, dimensions, and distance from property lines			
8	Proposed use (reference SIC from Section 21-113)			
9	Existing structures and use			
10	Required setbacks			
11	Floodplains, if applicable			
12	Name, location and dimension of any drainage facilities, parking areas, recreation areas, required turnarounds as applicable			
13	Off-street parking, loading and unloading			
14	Any other operational area use			
15	Water supply watershed district & built-upon area calculations, if applicable			
16	Number of employees, if applicable			
17	Hours of operation, if applicable			
18	Adjoining parcel owner name and land use			
19	Screening & buffering location and details, if applicable			
20	All pertinent development requirements of this chapter			
21	Proposed phasing, if applicable			
22	Any additional information required by the zoning administrator to assess the merits of the application, including but not limited to a commercial driveway permit, traffic impact analysis, environmental impact statements			
23	Unless otherwise allowed by the Zoning Administrator, the scale shall be one (1) inch equals one hundred (100) feet or greater for zone lots three (3) acres or less in size, or one (1) inch equals two hundred (200) feet or greater for zone lots more than three (3) acres in size			

Comments: _____
