

Planning Checklist for DRC Review of Site Plans

The following is a checklist of some of the site plan items that are used by the Planning Department when reviewing Site Plan submittals. This checklist has been compiled from Section 16-31 of the Land Development Code and from the Instructions for Filing Site Plan Application. Some of these items may overlap with the Engineer and Urban Forester Checklists.

General

- Plans must be submitted in the following order: site plan, survey, floor plan, building elevations, landscape plan, and lighting plan.
- All plans must be signed and sealed.
- Refer to the zoning district regulations applicable to the subject property.

Site Plan

- A table of computation of land use distribution (site plan data) showing:
 - Gross acreage.
 - Net acreage, defined as the acreage covered by the property excluding road easements and rights-of-way, if any.
 - Future land use designation and current zoning category.
 - Number of dwelling units by number of bedrooms and density for residential uses.
 - Square footage of ground covered by buildings or structures.
 - Computation of pervious and impervious areas, in square footage and percentage.
 - Required and provided number of standard and handicapped parking spaces, including the method of computation.
 - Proposed uses.
 - Floor area ratio (FAR) for all structures.
 - Height restrictions, plot size, yard setbacks.
- A location map and legal description.
- Site boundaries, clearly identified, with dimensions.
- Existing land uses surrounding the site.
- Vehicular circulation systems, both on-site and off-site.
- A pedestrian circulation system.
- All adjacent rights-of-way, with indications of centerlines, widths, paving widths, existing median cuts and intersections, street light poles and utility company facilities, including easements.

- ❑ The location of all paved drives and parking areas, including center lines, dimensions, and turning radii. Wheelstops are required in all parking spaces.
- ❑ The location of trash and garbage disposal systems and provisions for accessibility for garbage trucks. Detail drawings that demonstrate adequate architectural screening of all trash and garbage disposal systems. Refer also to Section 16-125 of the Land Development Code.
 - ❑ Loading areas.
 - ❑ Handicapped ramps, both on-site and at ingress/egress drives.
 - ❑ Entrance features, if any.
 - ❑ Required walls with detail drawings. Refer to Section 16-192 of the Land Development Code.
 - ❑ Location of ground sign on both the site plan and the landscape plan. Refer to Article XIV of the Land Development Code.
 - ❑ Sidewalk dimensions, both on-site and along the rights-of-way.
 - ❑ Building separations.

Survey

- ❑ A recent survey that reflects existing natural features, such as topography, wetlands/ vegetation, water bodies, any existing structures and paved areas, all NVALs.

Floor Plan

- ❑ Building floor plans that include basic dimensions and proposed uses within each bay.

Elevations

- ❑ Schematic elevations of all sides of all buildings.
- ❑ Proposed building materials and colors.
- ❑ Service door criteria. Refer to Section 16-140 of the Land Development Code.
- ❑ Conformance to the architectural review criteria stipulated in Sections 16-31 and 16-140 of the Land Development Code.

Landscape Plans

- ❑ See Landscaping Checklist for DRC Review.

Lighting Plan

- ❑ The lighting plan should include photometrics for both the parking areas and drive aisles and show overspill at the property lines. Include pole and luminaire details. See Section 16-150 of the Land Development Code for specific requirements.

Miscellaneous

Other items that may be relevant to a specific site:

- ❑ Any application for a use requiring outdoor speakers must provide a noise study for review by the department. The study must address noise levels generated by the use along any property lines abutting a residential district.
- ❑ Proposed generator location with details for screening by walls, fences and/or landscaping.