



Site Plan/Architectural Review Checklist

Information to be shown on site plan or supporting materials required.

General Requirements

- Project name
- Property owner's name and address
- Applicant's name and address
- Name of person or company preparing the plan
- Date, scale, and north arrow
- Lot or parcel number and address
- Vicinity map
- Proposed use and development of the parcel including principal and accessory uses
- Existing zoning of the property and adjoining properties
- Required yard setbacks appropriately dimensioned
- Property lines and dimensions (showing bearings and distances)
- Total acreage
- All contiguous property under the ownership or control of the applicant. Areas not planned for development at the time of submittal shall be shown as "Future Development".
- Building heights and number of stories of proposed buildings and structures
- Building elevations/renderings with material percentages
- Proposed location, size, and type of signage
- Number of traffic movements (May require Traffic Impact Analysis)
- Parking circulation arrows
- Location of ingress and egress points
- Driving aisles with minimum dimensional standards
- Service areas and loading spaces including dimensions
- Calculations on required number of off-street parking spaces, with minimum dimensions

- Vehicles to be parked or stored outside
- Stacking and waiting spaces for drive-in facilities
- Size, location, and names of adjoining existing streets or access drives and proposed right-of-ways and roadways
- Location of existing and proposed sidewalks
- Night lighting (Location and foot-candles/Photometric Analysis)
- Location, type, and height of fences or screening
- Landscaping plan: species, quantities, size, location, and irrigation system.
- Dumpster location, screening detail
- On-Site Detention (Follow supplemental detention pond criteria)
- Fire lane locations
- Location of fire hydrants

Additional information may be requested if necessary, to review your project adequately.

Staff Contact

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