Required Site Plan/Special Use Permit Elements Checklist (See Article 12 of the Zoning Ordinance) Pre-Application Conference (PAC) / Preliminary Site Plan (PSP) / Final Site Plan (FSP)	PAC	PSP/ FSP
A. Basic Information		
1. The applicant's name, address and phone number in full	☐	☐
2. Proof of property ownership, and whether there are any options on the property, or liens against it	☐	☐
3. A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf	☐	☐
4. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land) and the signature of the owner(s)	☐	☐
5. The address and/or parcel number of the property	☐	☐
6. Name and address of the developer (if different from the applicant)	☐	☐
7. Name and address of engineer, architect, planner and/or land surveyor		☐
8. Project title	☐	☐
9. Project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreation facilities to be provided, and related information as pertinent or otherwise required by the Ordinance.	☐	☐
10. A vicinity map drawn at a scale of 1" = 2000' with the north point indicated	☐	☐
11. The gross and net acreage of all parcels in the project	☐	☐
12. Land uses, zoning classification and existing structures on the subject parcel and adjoining parcels within 300 feet of the site	☐	☐
13. Project completion schedule/development phases		☐
14. Written statements relative to project impacts on existing infrastructure (including traffic capacity of streets, schools and existing utilities) and on the natural environment of the site and adjoining lands. A formal impact statement may be required		☐
15. A listing of types and quantities of hazardous substances and polluting materials which will be used, stored or generated on-site at the facility, and completion of the "Hazardous Substance Reporting Form for Site Plan Review."		☐
B. Site Plan Information		
1. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines and monument locations	☐	☐
2. Existing topographic elevations at two foot intervals, proposed grades and direction of drainage flows		☐
3. The location and type of existing soils on the site at least to the detail provided by U. S. Soil Conservation Service and any certification of borings		☐
4. Location and type of significant existing vegetation	☐	☐
5. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains and wetlands	☐	☐
6. Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building and typical elevation views of proposed structures.	☐	☐
7. Proposed location of accessory structures, buildings and uses, including but not limited to all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment, and the method of screening where applicable	☐	☐
8. Location of existing public roads, rights-of-way and private easements of record and abutting streets	☐	☐
9. Location of and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration and passing lanes (if any) serving the development. Details of entryway and sign locations should be separately depicted with an elevation view.		☐
10. Location, design and dimensions of existing and/or proposed curbing, barrier free access, carports, parking areas (including indication of all spaces and method of surfacing), fire lanes and all lighting thereof		☐
11. Location, size and characteristics of all loading and unloading areas		☐
12. Location and design of all sidewalks, walkways, bicycle paths and areas for public use		☐
13. Location, design and specifications of existing and proposed service facilities and structures, above and below ground, including: a) Public and private groundwater supply wells on-site and related distribution systems including fire hydrants and shut off valves b) Septic systems and other waste water treatment systems c) Areas to be used for the storage, use, loading/unloading, recycling, or disposal of hazardous substances and polluting materials, including interior and exterior areas as well as any containment structures or clear zones required by government regulation or designed to meet the standards of this Article d) Underground storage tank locations together with connected distribution and collection systems e) Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store or transport wastewater or stormwater to the naturally occurring aquifer. The point of discharge for all drains and pipes shall be specified on the site plan		☐
14. Location of all other utilities on the site including, but not limited to natural gas, electric, cable TV, telephone and steam		☐
15. Proposed location, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools if applicable		☐
16. Location, size and specifications of all signs, both temporary and permanent, and advertising features, with cross-sections, if applicable		☐
17. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used		☐
18. Location and specifications for all fences, walls, and other screening features with cross sections		☐
19. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate		☐

20. Location, size and specifications for screening and fencing of all trash receptacles and other solid waste or liquid waste disposal facilities		☐
21. Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site clean-up		☐
22. Identification of any significant site amenities or unique natural features		☐
23. Identification of any significant views onto or from the site to or from adjoining areas		☐
24. A scale model of the proposed development may be required for all projects greater than 40 acres, with more than 200 dwelling units, more than 40,000 square feet of building space or a proposed height of a principal structure of greater than 35 feet		☐
25. North arrow, scale and date of original submittal and last revision.		☐
26. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan		☐
27. Completed Application, signed		☐
28. Appropriate Application fee		☐
29. Appropriate Escrow fee		☐
30. Ten (10) copies of plans & one (1) digital copy		☐