

CHECKLIST FOR PLAN OF DEVELOPMENT/LAND DISTURBANCE PLANS

Planning & Zoning

- _____ Zoning
- _____ Proffers
- _____ CUP Conditions
- _____ Landscape and Lighting Plans
- _____ Location of Signs
- _____ Lighting details
- _____ Setbacks
- _____ Site Coverage Calculations
- _____ Subdivision Plat (where applicable)
- _____ Subdivision Conditions
- _____ Road Standards
- _____ Road Profiles
- _____ Tree Protection Area
- _____ Buffer Areas
- _____ Overlay District requirements

Fire

- _____ Waterline locations
- _____ Hydrant locations & accessibility
- _____ Fire Protection as per Subdivision Ordinance
- _____ Access Roads & Cul-de-sac radius
- _____ Fire Department apparatus accessibility, lane width, fire lane signage design and location
- _____ Fire flow calculations

Erosion & Sediment Control

- _____ E&S checklist - see below
- _____ E&S Quantities
- _____ Responsible Land Disturber
- _____ Storm Drainage details
- _____ BMP design details
- _____ E&S notes – see below

Utility

- _____ Existing water & sewer lines & size
- _____ Proposed water & sewer lines & size
- _____ Thrust blocking details
- _____ Hydrant locations
- _____ Meters
- _____ Water meter sizing sheet
- _____ Water Modeling fee for new subdivisions

Land Development

- _____ Vicinity Map
- _____ North Arrow
- _____ Scale
- _____ General Notes
- _____ Stop sign & Stop bar details
- _____ Drawings sealed by design professional
- _____ Detailed site drawings include buildings, locations, dimensions, location of property lines, setbacks, access from road, land slopes, wetlands, flood plain info underground utilities, underground tanks, abandoned wells, historic properties, cemeteries, easements, etc.
- _____ Parking Space calculations required & provided
- _____ Handicap parking spaces, numbers, signage, slope, location, accessible route, etc.
- _____ Flood Plain, FIRM map design issues indicated
- _____ All utilities clearly indicated on site plan in relationship to structures, property lines, easements, etc.
- _____ Curb & Gutter details
- _____ Pavement details
- _____ Owner Contact Info
- _____ Applicant Contact Info
- _____ Engineer Contact Info
- _____ Tax Map #'s or GPINs
- _____ Floor plans including loading areas
- _____ Name of Development
- _____ Previous approvals for the site
- _____ Location of construction trailers or other temporary structures

Building

- _____ occupancy use group
- _____ building dimensions
- _____ building height
- _____ building area in square feet
- _____ number of stories
- _____ clearly indicate distance of building exterior walls to property line
- _____ clearly indicate fire department connection
- _____ clearly indicate location of dedicated fire hydrant
- _____ provide locations of any hazardous material storage (i.e. propane tanks, diesel tanks, fertilizer, etc.)
- _____ location of handicap accessible route from handicap parking space(s) to accessible entrance
- _____ location, size, material and slope of all private sanitary and storm water drain piping