

Site Plan Check List

Applicant: _____

Applicant address: _____

email _____

Applicant is : (check box where appropriate)

property owner

authorized agent

Property address: _____

The following information shall be included in all site plan applications. Check the box where appropriate.
****Along with this application, a letter of intent must be submitted.**

	Applicant Use	Office use
Date, north arrow, scale indicated Appropriate scale: Less than 3 acres: 1" = 50' (minimum) 3 acres or more: 1"=100' (minimum)	<input type="radio"/>	<input type="radio"/>
Name of person preparing site plan	<input type="radio"/>	<input type="radio"/>
Boundaries, dimensions and legal description of said property.	<input type="radio"/>	<input type="radio"/>
Names and address of property owner.	<input type="radio"/>	<input type="radio"/>
Existing and proposed structures	<input type="radio"/>	<input type="radio"/>
Proposed driveways and parking	<input type="radio"/>	<input type="radio"/>
Proposed walkways	<input type="radio"/>	<input type="radio"/>
Proposed signs and exterior lighting	<input type="radio"/>	<input type="radio"/>
Proposed loading and unloading areas	<input type="radio"/>	<input type="radio"/>
Proposed common use and recreational areas	<input type="radio"/>	<input type="radio"/>

Office Use Only

Date Submitted: _____

Reviewed by: _____

Comments: _____

- Location and width of abutting right-of-ways
- Existing environmental features (streams, wetlands, vegetation)
- Existing structures within 200' radius
- Existing and proposed zoning of site
- Existing zoning and adjacent parcels
- Existing and proposed landscaping
- Existing and proposed fences/walls
- Locational sketch of proposed structure and/or use
- Existing and proposed utilities
- Location of subsurface drainage facilities

Information of proposed structures:

- Number of units (by type)
- Floor plan(s) for unit(s)
- Floor space in square feet
- Elevations, front and rear
- Existing and proposed topographic contours or spot elevations

Additional Information/Comments _____
