

NNDA
RESIDENTIAL/COMMERCIAL
Site Plan Checklist

TWO (2) COMPLETE HARD-COPY (MINIMUM SIZE OF 24"X36") SETS OF: A Site Plan drawn to scale of not more than 1"=100' and shall include the following items:

____1. Cover Page that includes:

____a. North arrow and scale;

____b. Address of the site;

____c. Proposed name of the development;

____d. Contact information of architect, engineer or owner including phone and fax number.

____e. Summary Sheet from RESCHECK/COMM CHECK;

____2. Area map insert showing the general location of the site referenced to major Streets and section lines;

____3. Legal description of the real estate;

____4. Boundary lines of the site including all dimensions of the site;

____5. Names, center-lines and Right-of-Way widths of all Streets, Alleys and easements;

____6. Layout, number and dimension of all Lots and Out Lots with zoning Setback Lines or Building Setback Lines;

____7. Location and dimensions of all existing Structures, including paved areas;

____8. Location and dimensions of all proposed Structures, including paved areas, and indicated by cross-hatching;

____9. Location and name of all existing and proposed Public or Private Streets, Access easements and Rights-of-Way within two-hundred (200) feet of the real estate;

____10. Location of all floodway and floodway fringe areas within the boundaries of the site;

____11. Location of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone and cable;

____12. Use of each Structure by labeling including approximate density or size of all proposed uses and Structures on the site (*e.g. parking - # of Parking Spaces required and provided, residence - # of Dwelling Units per acre, office - Gross Floor Area*);

- ____13. Structures proposed for demolition should be indicated as such;
- ____14. Distance of all Structures from Front, Rear and Side Lot Lines. (This distance is measured as a line from the point where the Structure is closest to the Lot Line. This line is perpendicular to the Lot Line.);
- ____15. Location of any proposed or existing Driveway and its width at the Lot Line. (Any connection to an Alley must also be indicated);
- ____16. All Improvements to Street system on-site and off-site;
- ____17. Sidewalk plan or alternate plan for pedestrian ways;
- ____18. Measurement of curb radius and/or taper;
- ____19. Names of legal ditches and streams on or adjacent to the site;
- ____20. Location, dimensions, and type (e.g. ground, pole, wall) of all Signs on the site. Include separate elevations of proposed Sign Structures with all dimensions drawn to scale;
- ____21. Location, size and species of all proposed and existing trees over six (6) inches in caliper at four and one-half (4 - 1/2) feet above Grade and all proposed and existing landscaping;
- ____22. Areas reserved for park, recreation, conservation, wetland, common area, lake or other similar uses;
- ____23. Building elevations, including Building materials and **COLOR RENDERING**;
- ____24. Sewer/Water permit
- ____25. Grading Plan (existing and new)
- ____26. Lighting Plan (including ext. lights on building and indication that spillage will not occur on adjacent properties
- ____27. Elevations of homes within same block face as site including proposed site elevation. (digital photo submissions are acceptable)

*Once the Site Plan is reviewed, a stamped copy will be returned to the Owner/Builder/Developer to be used as an on-site copy of site building requirements.

Building Commissioner in his/her sole discretion may waive or relax any of the Site Plan requirements or require additional items as circumstances dictate.