



## Basic Site Plan Checklist

Project/File Number \_\_\_\_\_ Accepted by \_\_\_\_\_

Project Name \_\_\_\_\_ Accepted by \_\_\_\_\_

The site plan must be legible and easily understood by professionals and the public. It must clearly differentiate between existing and proposed development.

### Basic Site Plan contents:

#### Basic Requirements

- ☐ Plan sheets 18" x 24" or 24" x 36" in size (smaller size may be acceptable with prior approval)
- ☐ Standard Engineer's scale, for example: 1 inch = 20 feet
- ☐ Title block: Project name; owner's name; site address, tax parcel number; subdivision name
- ☐ North arrow
- ☐ Vicinity map
- ☐ Depict the entire property and the area within 150-foot radius of the property
- ☐ Zoning /Comprehensive Plan designation

#### Property Information

- ☐ Property boundaries (bold line)
- ☐ Existing and proposed structures – Clearly differentiate between existing and proposed structures. Label each structure by its use (e.g. garage, landscaping/retaining wall, fence, mechanical equipment)
- ☐ Setbacks/buffers from property lines, easements and/or existing buildings for all structures (as applicable)
- ☐ Impervious (hard) surface coverage calculation
- ☐ Proposed and existing elevations in 2 or 5 foot contours
- ☐ Easements: Include access, utility, other (e.g. use easements, conservation easements)



### **Subdivisions**

- ☐ Location and size of proposed lot(s)
- ☐ Proposed building envelopes (required for binding site plan applications)

### **Landscape (Chapter 14.72 LSMC)**

- ☐ Location of existing or proposed open space and/or required landscaping
- ☐ Locations of significant trees and/or stands of significant trees as defined in Chapter 14.08

### **Critical Areas**

- ☐ All critical areas and associated buffer areas as defined in Chapter 14.88 (if present)
- ☐ Shoreline jurisdiction: Include ordinary high water mark, shoreline buffer?
- ☐ The proposed clearing and/or grading limits and areas of land disturbance
- ☐ Stormwater facility: Location/management method (e.g.) dispersion, infiltration, detention)

### **Utilities**

- ☐ Sewer/septic system facility: Include lines, primary and reserve drainfields, and setbacks
- ☐ Water/well facility: Include lines, water meters, well house, well protection area
- ☐ Other facilities: Include power lines, fire hydrants, generators, propane tanks, heat pumps, solar, etc.

### **Street and Parking**

- ☐ Access to the property (existing and proposed): Dimension adjacent rights-of-way/access easements and driving surface with. Depict access from a right-of-way, emergency services access, driveways, non-motorized access (e.g. sidewalks, trails)
- ☐ Layout of internal vehicular and pedestrian circulation system
- ☐ Parking lot/space layout and dimensions or existing parking spaces and when applicable loading areas (for commercial or multi-family projects show compliance with the IBC Chapter 11 Barrier Free requirements)
- ☐ Public improvements, including: pavement width, sidewalk, curbs, gutters, etc.