

REQUIREMENTS FOR SITE PLAN REVIEW

1. Drawing done to engineering scale

2. Drawing will reflect:

- metes and bounds of entire site with adjoining street right-of-way shown and name or state road number of that street or road;*
- foot print of all existing and/or proposed buildings or additions with dimensions and square footage indicated;*
- location and size of all existing and/or proposed curbcuts and indicate such on the plan;*
- parking plan to include the location of all proposed spaces (standard size is 9' by 20'), parking isle width and traffic circulation scheme;*
- existing or proposed location and drain field area of wells and/or septic tanks;*
- existing or proposed fencing;*
- setbacks of all existing and/or proposed buildings or additions from all other building and from all property lines- Note: If setbacks shown are not in accordance with the minimum setbacks of the zoning district of the property, then attach a letter requesting any such variance with a reasonable explanation or justification as to why the variance is necessary in order to develop the site.*
- Any easements which may exist on the subject property are accounted for and shown on the plan, not encumbered and that no part of the development is violating the rights of the easement holder.*

3. Vicinity map to show location of property or site within the City or County

4. Correct north arrow

5. Data block to reflect the following:

- name of development*
- owner*
- zoning of property*
- acreage of site*
- scale of drawing*
- proposed building or addition square footage*
- number of off-street parking spaces (to include handicapped spaces)*

6. If split zoning, zoning lines must be shown on the preliminary

REVISED: May 2006