



SITE PLAN APPLICATION CHECKLIST

All of the following information shall be submitted electronically with an application for a site plan, unless one or more items are specifically waived in writing by the Town Administrator:

- The Land Use Application form provided by the Town Administrator.
- Vicinity Map: show the project location at 1" = 500' scale.
- Surrounding and Interested Property Ownership Report.
- Site Plan Map: as many sheets (24" x 36" and 11" x 17") as necessary to show the following items:
 - Title of project.
 - North arrow, scale (no greater than 1"=50') and date of preparation.
 - Vicinity map.
 - Address of project, if available.
 - Legal description of property.
 - Name, address and phone number of property owner.
 - Name, address and phone number of person or firm responsible for plan.
 - Lot size (square footage).
 - Bearings and distances of all lot lines.
 - Existing and proposed easements and rights-of-way.
 - Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings.
 - Gathering areas for people.
 - Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned.
 - Existing and proposed two (2) -foot contours.
 - Existing waterways on or adjacent to the site.
 - Finished floor elevations for all structures.
 - Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted with respect to the property lines.



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- Existing structures and their use.
- Use, square footage and the footprint of the proposed building(s).
- Proposed structure height.
- For commercial and industrial uses, the type of activity and number of employees.
- For multi-family residential, the number of: residential units and bedrooms per unit.
- Location of proposed signs and lights.
- Specifications for the signs and lights, including type, height and general conformance to the Code. For commercial and industrial uses, a photometric plan prepared by a qualified electrical or lighting engineer shall be submitted that depicts all lighting fixtures and the light spread (in foot-candles) of these fixtures across the site to all property boundaries.
- Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned).
- Trash disposal areas and enclosures including specifications for enclosures.
- Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems).
- Location and size of water and sewer lines to which the service connections will be or are made.
- Location and size of water meter(s).
- Location and size of backflow-prevention devices.
- Indication of how and where perimeter drain will drain (if one exists).
- Location of existing electrical lines and poles on or adjacent to the site.
- Location of proposed electrical service connection and meter location.
- Location of electric transformer.
- Location of all fire hydrants. If none exist on site, note distance and direction of the closest hydrant adjacent to the site within 500 feet.
- Location of detention/retention areas and storm sewer infrastructure with the required drainage easements, including drainage calculations and details to determine adequacy of improvements.
- The distance from the proposed building(s) or structure(s) to adjacent lot lines, easements and adjacent structures.



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- A land use chart (table).
- Certificate blocks for signatures of owner, surveyor, utility providers, and Town approval, as applicable. Required certification language may be found in the final plat process.
- Community Design Principles and Development Standards Description – Demonstrate in written or graphic form how the proposed structure is consistent with this Code.
- Certified Drainage Report - A certified drainage report, including an erosion control study and plan, as applicable, must be reviewed and approved by the appropriate sanitation district (if applicable) prior to submittal of the report to the Town as part of the site plan application. **For South Beebe Draw Metro District, provide a completed 'Drainage Report Submittal Requirements' form.**
- Erosion Control Study and Plan, if applicable.
- Final Landscape Plan.
- Final Open Space Plan.
- Exterior Elevations of Proposed Structures/Graphic Visual Aids. Provide complete building elevations, drawn to scale, with illustrations of all colors and identifying major materials to be used in the structure(s). In addition, Staff may require building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations when the impacts of a proposal warrant such information.
- Specifications for signage and lighting, including type, heights and a statement of how these generally conform to the Code. For commercial and industrial uses, a photometric plan, prepared by a qualified electrical or lighting engineer, shall be submitted depicting all lighting fixtures and the light spread (in foot- candles or lumens) of these fixtures across the site to all property boundaries.
- Site plan letters of support. Prior to the Planning Commission meeting, the applicant shall provide the Town with letters of support from all utility providers, other than the Town, that will be serving the property.
- An application fee per the 'Development Processing Fees' document on page three (3) of the Land Use Application.
- A completed Reimbursement Agreement form.



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Post-approval Actions

- Upon approval, the applicant shall have thirty (30) days to submit two (2) original Mylar drawings of the approved site plan to the Town Clerk for recording.
- Building permit. A building permit shall be issued only when a site plan has been approved. However, with the approval of the Building Official, an applicant may submit a building permit application concurrent with the site plan application. Building permits shall not be issued for any development that is not in conformance with an approved site plan.
- Phasing and expiration of approval. The site plan shall be effective for a period of three (3) years from the date of approval, unless otherwise stipulated in the written site plan approval. Building permits shall not be issued when based on site plans approved more than three (3) years before the permit application. For multi-phased plans, building permits shall not be issued when based on a site plan with a first-phase approval date more than three (3) years prior to the permit application.