

SITE PLAN CHECKLIST

SPECIFIC SUBMITTAL REQUIREMENTS

UDO SECTION 7-4

Date _____

Application made and received for a proposed development in the downtown?

Yes _____ No _____

PIN # _____

Block _____

Lot _____

Current Zoning _____

Proposed Zoning _____

Owner(s) _____

Pre-Conference Held w/ Applicant – Yes _____ No _____ Date _____

- Does the development conform to the purpose statements found in the UDO for the District? _____
- Have the uses been checked against those allowed within the district? _____
- **Twenty-five (25)** copies of the Site Plan Map (to be submitted with the rezoning petition). _____

-See UDO Table B-7.1 – Submittal Requirements to determine the appropriate FORM to use.-

7-4.1 - FORM 1 SUBMITTAL REQUIREMENTS –

- Applications for special use district rezonings other than a single manufactured home on one and one-half acres or less; final development plans for the second phase of two-phase special use district rezoning, including uses in MU-S; special use permits

issued by the Elected Body and the Board of Adjustment which require Planning Board Review; uses requiring site plan review by the Planning Board; and users in the NSB and C Districts shall contain the following information:

(A) Legend (on right hand side of map) indicating:

- If petition is for residential zoning - maximum number of dwelling units by type and density;
- If nonresidential petition, type of use(s) and proposed maximum square footage of land and building in nonresidential uses;
- Total acreage;
- Approximate percent of building coverage to land;
- Approximate percent of paved or graveled surface to land;
- Approximate percent of open space to land;
- Acreage in common open area used for active recreational uses, indicating purposes and uses (common open space as computed shall not include streets, drives, parking or loading areas); and,
- Total number of parking spaces, and information necessary to calculate needed parking.

(B) Natural Features - existing and proposed:

- Streams and stream buffers, drainage ways, floodway and floodway fringe boundaries and elevations;
- Wooded areas and other natural features;
- Topography at four (4) foot intervals and two (2) foot intervals when available (distinction between existing and proposed topography lines to be shown according to the following: (*existing* - light dashed lines; *proposed* - thin solid lines);
- Natural features to be left undisturbed - Any existing trees to be retained shall be preserved during construction in accordance with Section B.3-4.2(H)(3) and,
- Slopes at twenty percent (20%) or greater grade, if bonus density is requested for a planned residential development under Section B.2-5.59(G).

(C) Constructed Features - existing and proposed:

- Buildings with setbacks from property lines and maximum height indicated;
- Other structures, fences, walls, signs, plantings, etc.;

- Rights-of-way and easements with type and widths indicated and an indication of whether public or private (access drives and parking areas to be shaded in);
- Private and public drives including pavement widths, curb cuts, names, and an indication of whether public or private;
- All other easements, parklands, playgrounds and other common or public areas;
- Sidewalks, greenways, and other pedestrian ways;
- Parking and loading areas with typical dimensions for spaces and lots;
- Solid waste disposal facilities;
- Utility lines over and under the site including storm drainage system;
- Finished elevation on all center lines of new streets and any stub streets, both on site and at connection with adjacent property(s);
- All streets, driveways, etc. (including pavement and right-of-way) within one hundred (100) feet of the project site; and,
- Public/private water system.
- Other Requirements of this Ordinance - Other requirements of this Ordinance which are applicable to the proposed use shall be reflected in the site plan.
- Written Description - The applicant shall submit a written description of the use(s) proposed; the manner in which compliance with all ordinances and regulations will be carried out; provisions that will be made to assure that the proposed new use(s) will be compatible with the surrounding neighborhood; and a preliminary development schedule.

7-4.2 - FORM 2 SUBMITTAL REQUIREMENTS –

- Applications for the first phase of a two-phase special use district rezoning, including uses in the MU-S District, shall contain the following information:

(A) Legend (on right hand side of map) indicating:

- If petition is for residential zoning - maximum number of dwelling units by type and density;
- If nonresidential petition, type of use(s) and proposed maximum square footage of land and building in nonresidential uses;
- Total acreage; and,
- Preliminary development schedule.

(B) Natural Features - existing and proposed:

- Streams and stream buffers, drainage ways, floodway and floodway fringe boundaries and elevations;
- Wooded areas and other natural features;
- Topography at four (4) foot intervals and two (2) foot intervals when available (distinction between existing and proposed topography lines to be shown according to the following: (*existing* - light dashed lines; *proposed* - thin solid lines); and,
- Natural features to be left undisturbed. Any existing tree to be retained shall be preserved during construction in accordance with Section B.3-4.2(H)(3).

(C) Constructed Features - existing and proposed:

- Rights-of-way and easements with type and widths indicated and an indication of whether public or private (access drives and parking areas to be shaded in);
- Private and public drives including pavement widths, curbcuts, names, and an indication of whether public or private;
- All other easements, parklands, playgrounds and other common or public areas;
- Sidewalks, greenways, and other pedestrian ways;
- Utility lines over and under the site including storm drainage system;
- Proposed driveways;
- All streets, driveways, etc. (including pavement and right-of-way) within one hundred (100) feet of the project site; and,
- Public/private water system.

(D) Other Requirements of this Ordinance - which are applicable to the proposed use, shall be reflected in the site plan.

(E) Measures to Insure Compatibility - Provisions that will be made to assure that the proposed new use will be compatible with the surrounding neighborhood.

(F) Written Description - The applicant shall submit a written description of the use(s) proposed; the manner in which compliance with all ordinances and regulations will be

carried out; provisions that will be made to assure that the proposed new use(s) will be compatible with the surrounding neighborhood; and a preliminary development schedule.

7-4.3 - FORM 3 SUBMITTAL REQUIREMENTS –

- Applications for special use district rezoning for a single manufactured home on one and one-half (1.5) acres or less shall contain the following information:

(A) Natural Features - existing and proposed:

- Streams and stream buffers, drainage ways, floodway and floodway fringe boundaries and elevations; and,
- Wooded areas and other natural features.

(B) Constructed Features - existing and proposed:

- Buildings with setbacks from property lines and maximum height indicated;
- Other structures, fences, walls, signs, plantings, etc.;
- Rights-of-way and easements with type and widths indicated and an indication of whether public or private (access drives and parking areas to be shaded in);
- Private and public drives including pavement widths, curb cuts, names, and an indication of whether public or private;
- Utility lines over and under the site and storm drainage system;
- All streets, driveways, etc. (including pavement and right-of-way) within one hundred (100) feet of the project site; and,
- Public/private water system.

(C) Other Requirements - Evidence of compliance with the use conditions for manufactured homes in Section B.2-5.45-47, and other applicable provisions of this Ordinance shall be provided.