



Subdivision Site Plan Checklist

GENERAL SUBMITTAL REQUIREMENTS

Twenty-five (25) copies of the site plan should be submitted, at a scale not smaller than one inch equals one hundred feet (1" = 100'). Any other scale must be approved by staff. The required information may be shown on one plan sheet. All site plans required by this Ordinance shall contain the following information:

A. LOCATION MAP

- A location map at a scale not smaller than one inch equals one thousand feet (1" = 1000') shall be included on the site plan. The location map shall contain a north arrow and shall show the intersection of at least two (2) public streets nearest to the property.

B. TITLE BLOCK

- The title block shall appear in the lower right hand corner of the site plan, showing:
 - A. The development name
 - B. The name and address of the owner and petitioner
 - C. The name and address of the architect, land planner, landscape architect, engineer or surveyor who prepared the map, and his/her registration seal.
 - D. The date the survey was made
 - E. The scale, date and north arrow.

C. LEGEND

- A legend should be provided on the right-hand side of the map identifying all symbols used on the plan and should further indicate the number of proposed lots and the total acreage of the site.

D. PROPERTY BOUNDARIES/ADJACENT PROPERTY

- The boundaries of the property, including bearings and distances, shall be shown on the site plan. Additionally, the plan shall show the location (property lines) and ownership of adjacent property.

E. NATURAL FEATURES - BOTH EXISTING AND PROPOSED

- Streams, drainageways, floodway and floodway fringe boundaries and elevation
- Wooded areas and other natural features
- Topography at no greater than four (4) foot intervals and two (2) foot intervals, when available. Distinction between existing and proposed topography lines shall be shown according to the following:
existing - light dashed line/ **proposed** - thin solid lines
- Natural features to be left undisturbed

F. MANMADE FEATURES - BOTH 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 shall 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
- Lot lines, dimensions and lot numbers
- Finished elevation on all center lines of new streets and any stub streets shall be specified both on site and at connection with adjacent property(s)
- All streets, driveways, etc. (including pavement/ROW) within one hundred (100) feet of the project site
- Public/private water