

SUBMITTAL REQUIREMENTS

SITE PLAN CHECKLIST

This sample drawing has been designed to help you prepare a complete Site Plan for your project. The Site Plan checklist calls out the items that will need to be included on your Site Plan. Check off each item that you have incorporated into the Site Plan by placing an “X” next to that item in the checklist. Any item that you feel is not applicable should have an “N/A” marked next to it. The Planning Services Division will determine if each specific “N/A” is acceptable and if the development permit application submittal is complete.

- Site plan(s) shall show the entire property under consideration. For large acreage properties, two (2) site plans shall be submitted. The first site plan, the vicinity plan, shall be drawn at a scale sufficient to show the entire property, with the specific area proposed for development highlighted. The second site plan shall show the specific details of the proposed development.
- Include a north arrow, scale notation and graphic (bar) scale, date of preparation (and revision date if applicable), site area (in acres or square feet), and other pertinent development information (site address, accessors parcel number (APN)).
- Indicate land uses on adjacent properties, including showing any structures that are located within 25 feet of property lines.
- Indicate location of streets with street names, proposed right-of-way dedications, location and dimension of lot lines.
- Indicate location and nature of all easements.
- Indicate foot prints of all existing and proposed buildings and structures, including square footage, dimensions, and types of use.
- Indicate key dimensions of all existing and proposed buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc.
- Indicate location of all existing and proposed landscaping, retaining walls, and fences, including an indication of their height and materials of construction, and colors, where applicable.
- Indicate conceptual drainage plan showing how onsite drainage is to be handled, including showing all surface and underground drains, retention/detention ponds, creeks and drainage courses, and what potential impacts this drainage will have on offsite areas.
- Show existing and proposed elevation contours appropriate to the topography (10' contour intervals for slopes over 15%; 5' contour intervals for slopes below 15%), with appropriate spot elevations.
- Indicate location of existing and proposed walkways, driveways, off street parking, and loading facilities; showing paving materials, pavement markings, location of spaces, and dimensions. Provide a tabulation of the required and proposed parking.
- Include a graphic description of onsite circulation patterns for both vehicles and pedestrians.
- Indicate location of all existing and proposed onsite water source(s), supply and storage facilities.
- Indicate location of all existing and proposed septic systems and leach fields.
- Indicate location of all existing and proposed utility meters, transformers, and utility boxes.