

Site and Design Plans

Check List

Date received: _____
Subject property address: _____
Landowner's name: _____
Landowner's address: _____
Landowner's phone/fax: _____
Landowner's email: _____

Agent's name: _____
Agent's address: _____
Agent's phone/fax: _____
Agent's email: _____

- _____ A. Title Block that indicates name and address of the current property owner.
- _____ B. Name and signature of the designer.
- _____ C. Date of original plan and latest date of revised plan.
- _____ D. North arrow and graphic scale. Said scale shall not be smaller than 1 inch equals 100 ft.
- _____ E. Existing zoning _____ Proposed rezoning ____yes ____no
- _____ F. All property lines, and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
- _____ G. All required building setback lines.
- _____ H. The location of all access points and connections to public streets, off-street parking, and loading areas on the subject property including a summary of the number of parking stalls, accessible parking stalls, and labels indicating the dimension of such areas.
- _____ I. All existing and proposed building structures and paved areas, including walks, drives, decks, patios, balconies, fences, retaining walls, utility poles, exterior utility and mechanical equipment, and any accessory structures.
- _____ J. Existing and proposed site and building signage.
- _____ K. Color exterior façade elevations of all proposed buildings including descriptions of materials and colors.
- _____ L. The location of all outdoor storage areas; including proposed screening materials and colors._
- _____ M. The location of existing and proposed drainage facilities including stormwater and erosion control plan.
- _____ N. The location and type of any permanently protected green space areas.
- _____ O. The location and elevation of any wetlands or floodplains.

- _____ P. Grading Plan including existing & proposed topography shown at a contour interval of not more than two (2) ft.
- _____ Q. In the legend, data for the subject property:
 - (1) Lot area
 - (2) Building area
 - (3) Paved area
 - (4) Total impervious area
 - (5) Landscaping points provided and required for building foundations, gross floor area, street frontage, and paved area.
 - (5) Building height
 - (6) Existing zoning, proposed zoning
 - (7) Number of parking stalls provided and required.
- _____ R. Landscaping Plans including proposed species, quantity and planting size. Refer to Appendix B of the Village's Zoning Code for more information.
- _____ S. Hydrant locations and Fire Department Connection.
- _____ T. Lighting Plans including photometrics and description of fixture types, heights and orientation.
- _____ U. Utility plans, including the location of existing and proposed overhead or underground site utilities, including piping and meter sizes and associate appurtenances.
- _____ V. Existing or proposed easements.
- _____ W. A legal description of the subject property.

General Comments: _____

Note: In addition to Site and Design Permit approval, a building permit from the Village Building Inspector is required prior to the start of construction of any building, fence, or sign.