



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT
COMMERCIAL BUILDING PERMIT SITE PLAN CHECKLIST

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**SITES PLANS MUST BE ACCURATE, CLEAR, AND DRAWN
TO SCALE. DRAWINGS SHALL INCLUDE:**

1. A cover sheet which includes: an index of drawings, index of abbreviations, type of construction, notation of automatic fire sprinklers (if applicable), occupancy classification, parking calculations, special inspections, architect/engineer of record, deferred submittals, zoning designation, and vicinity map
2. Draw plans to a standard engineering (i.e., 1" =10', 1" =20', etc.) or architectural scale. Provide both graphic & bar scales used on the site plan.
3. Include landowner name(s), parcel number, & site address on the site plan
4. Provide a north arrow on the site plan
5. Show property lines (from a recorded survey), lot dimensions, property corner locations, & adjoining street name(s)
6. Provide a copy of a **survey** of the subject property with the site plan
7. Show the location, dimensions, and distances to property line of all existing and proposed structures, drain-fields, septic tanks, and wells
8. Location of rock construction entrance
9. Show setbacks on the site plan. Additionally, show adjacent /neighboring structures & setbacks.
10. List lot size square footage & acreage
11. Provide corner elevations of the site & lot topography of existing & proposed grading (drawn at either 2 or 5 foot contours)
12. Location of proposed soil stockpile area
13. Location of decks & patios (existing & proposed; covered & uncovered)
14. Location of driveway(s) (existing & proposed)
15. Location of vehicular access & circulation (existing & proposed)
16. Existing & proposed sidewalk /walkway location (internal & external)
17. Retaining wall /bulkhead location (if applicable)
18. Provide lot coverage calculations for existing & proposed buildings

19. Provide impervious surface calculations (existing & proposed)
20. Location & name of streets /alleys (existing & proposed)
21. Location & purpose of public /private easements (with recording numbers) –if applicable
22. Include a parking plan (include location of bicycle racks), parking calculations, & how this meets minimum zoning standards for off-street parking
23. Show the location of existing and proposed drainage, catch basins, detention-ponds, & low impact development (i.e., rain gardens & bio-swales). Include a complete stormwater plan that addresses minimum requirements number 1-9 BMPs.
24. Include a landscape plan that shows proposed landscaping (along street frontage, around perimeter, & internally). List the plants chosen (common name &/or species). Provide landscape area square footage /calculations and how this meets minimum zoning standards. Native plants are preferred.
25. Show the location of utilities (existing & proposed), connection to the sanitary-sewer, storm-water, and potable water service connections
26. Show the distance that the front of the building is to the nearest fire hydrant
27. Show the location of LP gas, hazardous material tanks (above or below ground), and /or outdoor storage areas of hazardous material –if applicable
28. Show the location of solid waste and recycling storage areas & associated enclosures
29. Show the location of critical areas (i.e., streams /creeks, wetlands, and geologically hazardous areas/ steep slopes) that are either on the subject property or within 300 feet of it –include a critical area report if applicable
30. If the subject property abuts a shoreline , show the location of the shoreline, bulkhead, ordinary high water mark (OHWM), and setback. List the underlying shoreline environment /designation and percent slope as measured from top of bank landward. Provide impervious surface calculations for existing & proposed development. A shoreline permit may be required –inquire with PCED for what this entails.