Site Plan Review Checklist

Application: Required Information

General:
- Project title____________________________________________
- Gross Acreage __________________________________________
- Projected Timeframe ____________________________________
- Total # of Existing & Proposed Structures, units, bedrooms or offices:________________________________________________
- Square footage & usable floor area of existing and proposed buildings ____________________Mezzanine_________________
- # of Employees by shift __________________________________
- Amount and type of existing & proposed recreational & open space. ________________________________________________
- Lot Area ___________________ Lot Width __________________
- Wetland: Y or N Size:__________ Set back:__________
- Building Height _________ Stories _______
- Floodplain noted: Y or N __________________elevation
- Impervious ______________ Pervious_______________

Setbacks:
- Front yard:________________ min. ______ proposed ______________ ROW
- Rear yard:________________ min. ______ proposed ______________ ROW
- Side yard:________________ min. ______ proposed ______________ ROW
- Setback from other structures _______ min. ______ proposed
- Accessory Structures Setbacks:  FY _______  RY _____  SY________

Notes & Calculations:

Layout Plan/ Site Plan review
- Location of proposed structures.
- Existing and proposed easements, including type.
- # of acting and proposed parking spaces, carports or garages
- Setbacks Met: Y or N  Encroachment: Y or N
- Roadways, driveways, pedestrian walks, off-street parking areas.
- Landscape areas shown; buffering, vegetative patters, natural features, fences, walls, lighting locations, land uses and zoning classifications of subject parcel and adjoining parcels.
- Proposed site plan meets ordinance yard dimensions; lot coverage, square footage and floor area ratio standards.
- Impervious and Pervious Calculations ________________________

Notes & Calculations:
Access, Circulation and Parking
- Location, dimensions, direction of travel, and construction specifications for streets, alleys, driveways, dividers, curbs, gutters, and other permanent improvements
- Setback based on Street frontage: ___________________
- Traffic regulatory signs and pavement markings.
- Fire lane designation
- Existing and proposed parking, location and size
  - Required # ________ and Proposed # ________ parking spots.
    - Handicap# ________
- Dimensions of parking spaces, landscape islands, circulation aisles and loading zones
- Existing and proposed sidewalks and pathways within the site and right of way
  - Proposed curb and curb cuts meet ordinances
  - Snow storage is adequate
  - Barrier free access
- Minimum drive way spacing related to zoning________
- Associated signage: Y or N
  - Type: ________________
  - Type: ________________
- 25’ drive clearance around building: Y or N

Landscape and Screening Plans
- Locations, sizes and types of existing trees 6 inch DBH, including what is removed and preserved
- Tree preservation plan Y or N
  - #added for removed trees ______
  - #Trees per frontage ______ #Canopy trees for parking ______
- Existing and proposed lawns and landscaped areas
- Location and type of proposed shrubs, trees and other live plant material
- Planting schedule: Proposed landscape materials with caliper size or height of materials, botanical and common name, and method of installation.
- Details on screening
  - Location, size, height and construction materials for all walls, fences, and berms
  - Seed type and installation method______________
- Parking lot landscaping: Y or N
- Min. requirement for landscaped area observed
- Sight triangles observed
- Landscape stone follows ordinance
- Fire hydrant clear of medium ht. vegetation
- Landscape buffer along streets
- Bike racks Y or N
- Gathering Space Y or N

Notes & Calculations:

Building and Structure Plans
- Location, height, and exterior dimensions of all proposed structures on the property
- Building floor plans and total floor areas, including number and height of stories
- Building elevations of all sides, as an appropriate scale
- Description of all exterior building materials and colors (samples requested)

Drainage and Utility Plans
- Location of existing drainage courses, floodplains (842), streams, wetlands and other water bodies
- Existing and proposed water mains, water service, storm water loads and fire hydrants.
- Storm water retention/ detention pond, including grading side slopes, depth, high water elevation, volume and outfalls, and calculations
- Site grading, drainage patterns, and other storm water management measures
- Underground storm sewers and drains, including location and size
- 2’ interval contours
- Directional drainage flow. Run off estimate: __________
- SEDC Plan

Utility Plan
- Associated easements or location of private drinking wells, on site wastewater treatments and disposal systems. REQ’ed
- Location of existing and proposed monitoring wells, irrigation wells, or wells used for industrial processes.
- Location of existing and proposed private utilities, including natural gas, electricity, telephone, and cable associated with easements.
- Transformers and utility boxes, including locations and dimensions. Clearance: Y or N. Screening: Y or N
Environmental Impact Plan
- Written description of features to be retained, removed or modified
- Proposal to mitigate any negative impact on the site and adjacent properties.
- Address features: wetlands, stands of trees, or individual trees greater than 12” DBH, floodways, flood plains, water features, groundwater areas, slopes greater than 20%, ravines, wildlife habits, and vegetative cover types sustaining wildlife.

Site Features
- Location, height of storage facilities
- Waste receptacles and enclosures.
  - Elevation detail: Y or N. Screening: Y or N
- Signage details: Y or N. Type: _______________________
- Location, height and lighting of all proposed signage.

Photometric Plan
- Schedule includes: size, height, and method of shielding for all lighting on the building and site
- Location, size, height, and lighting of all proposed signage on the building and the site
  - PLAN: Min Footcandle reading at property line ________
  - Max Footcandle reading ________
  - Max Mounting height _______
- Total Lumen calculation: _______________________
  - Elevation detail
  - Material cut sheets

Other
- Delineation of areas on the site which area known for suspected to be contaminated, together with a report on the status of the cleanup or closure
- Description of the type of operations proposed for the project and drawings showing size, location, and description of any proposed interior or exterior areas for the storing, using, loading, or unloading of hazardous substances, hazardous wastes, and/or polluting materials
- Inventory of hazardous substances to be stored, used or generated on site, presented in a format acceptable to the Township Fire Marshal (including CAS numbers).
- Completion of the environmental permits checklist on the form provided by the Department of Community Planning and Development.
- Such other information as is necessary to enable the Director of Community Planning and Development to determine whether the proposed site plan will conform to the provisions of the zoning code and ordinances

CHEAT Zoning Code Requirements:
- 2 Canopy tree/ 10 parking
- Parking space code 86-755
- 2” street tree every 50 ft
- Outdoor light code 38-380
- Max 10 FC
- 1 FC @ Property line
- Max ht 35 ft
- Max accessory ht 15 ft
- Accessory Structures min 10 ft
- Walls under 4 ft
- 1 bike race / 10 parking space