



SITE PLAN AND EXHIBITS CHECKLIST

SITE PLAN

	ITEMS
	Title Block on lower right hand side of map
	Title, Project name, North arrow and Engineering scale
	Name and address of legal owner
	Name and address of persons preparing the plan
	Legal description to define the boundary of the proposed subdivision
	Date of preparation
	Exterior boundary lines of the property; easements, dimensions, and lot size
	Location map outlining site showing major streets within a square mile
	Distances from the property lines to the centerline of an existing major street unless the project is located on the corner of an existing major intersection
	Land area: gross and net acreage
	Identify existing on site, and off site within one hundred feet of site boundary:
	Structures (mark those to be removed)
	Location and width of easements
	Location of pavement, right-of-way width, grade, and name of streets or highways
	Location and size of sanitary sewers, water mains, and storm drains
	Trees over 28" in circumference (mark those to be removed)
	Areas subject to inundation or storm water overflow, width and direction of each water course
	Fire hydrants within 300 feet of the front property line
	Flood zone information
	Identify and label all drainage easements and who owns each
	Identify proposed location and dimensions of:
	Buildings
	Setbacks
	Parking, count by type of space (handicapped, compact, full size), indicate required parking and proposed parking
	Loading docks, screening of loading docks, and maneuvering areas
	Interior circulation
	Driveways (on-site, adjacent, and across the street)
	Pedestrian, vehicular, and service points of ingress and egress
	Freestanding light standards
	Fences/walls
	Carports

	Covered parking, if required, show integrated screening device
	Trash enclosures
	Mechanical equipment, utility meters, transformers, and backflow preventers
	Switch gear to located inside building
	Roof access to be located inside building
	Gross floor area
	If designed in phases: show proposed phases and their sequence of construction

ELEVATIONS

	ITEMS
	Date
	Map scale (engineering scale, e.g. 1" = 20')
	Height of building
	Architectural elevations (north, south, east, and west) for each building
	Composite elevation from street if multiple buildings are proposed
	Roof plan showing direction of flow of roof elements and location of mechanical equipment, ducts, and vents – verify screening of rooftop equipment
	Lighting on exterior wall surfaces or used for walkways, drives, parking lots, and signs
	Art work, sculptures, fountains, or other decorative or ornamental features
	Provisions for and design of the following appurtenances if visible from the exterior , and indicate method of screening:
	○ Utility lines, meters, boxes
	○ Stairs, ramps, fences, walls
	○ Flues, chimney, exhaust fans
	○ Penthouses
	○ Balconies
	○ Sun shades, awnings, louvers
	○ Mechanical equipment
	○ Downspouts
	○ Loading docks, carports
	○ Antennas
	Identification, directional signs, and graphics visible on exterior of structure

FLOOR PLAN

	ITEMS
	Dimensioned floor plans
	Calculate square-footage
	Identify each room
	If patios or balconies are used as private space, show percentages and area

PRELIMINARY GRADING PLAN

	ITEMS
	Project Name, North arrow & Engineering scale
	Project boundaries and dimensions
	Name and address of owner and person(s) preparing the plan
	Vicinity map and the address and assessor parcel number(s) (APN) of the project site
	Date of preparation, Date of revisions (if applicable)
	Property lines and dimensions
	Lot number and tract number (if applicable)
	All easements of record
	Location of all proposed structures and other improvements
	All existing and proposed grades (both on-site and on adjacent property as it affects proposed grading)
	Grades and slopes for all accessible paths of travel
	Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on adjacent properties
	All cut/fill slopes. Indicate top and toe of slopes (if applicable)
	Location of terrace drains with grades (if applicable)
	Propose cross slopes on pavement
	All existing utility structures (i.e. electric, water, sewer, telephone, etc.)
	Location and elevations of retaining walls
	All true elevations including: contours, spot, existing and proposed project elevations (contour interval on slopes exceeding 10% should be no more than 2". Use 5' intervals on maximum contours)
	A minimum of three cross sections of the project, including areas of maximum cuts/fills
	Location of clarifier/retention facilities

PRELIMINARY LANDSCAPE PLAN

	ITEMS
	Project name and location, north arrow and scale (scale to match site plan)
	Name, contact information, and landscape architect's stamp of the plan's designer
	Project boundaries
	Location of buildings, parking areas, vehicular/pedestrian circulation, etc.
	Location of all existing and proposed trees and plants
	Location of all trees and their canopies (1 tree /4 parking spaces and 1 tree /30 feet of frontage)
	Location of all exterior light standards

	A Tree Legend in table form indicating: botanical name, common name, size, quantity, and water usage (Low, Medium, High)
	A Plant Legend in table form for all shrubs and ground cover. Include the following in the Plant Legend: botanical name, common name, size, quantity, water usage (L, M, H) height and width for mature shrubs. Replace height and width with typical spacing for ground cover.
	Location and amount of turf area
	Landscape notes that indicate shrub/groundcover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
	Calculations verifying that 50% of parking areas will be shaded within 5 years. Indicate type and number of shade trees, shade coverage at 5 years, and length of time to achieve maturity
	Detail pedestrian plazas/site furniture and enhanced paving if not shown on the plans
	The height and design of all fencing, walls, or other screening, including adjacent developments that would influence the on-site landscaping.
	Indicate natural or grading slopes five (5) feet or taller
	All existing utility structures (i.e. electric, water, sewer, telephone, etc.)
	Irrigation system point of connection
	Backflow preventer
	Parking landscape table <ul style="list-style-type: none"> <input type="radio"/> Parking lot square footage <input type="radio"/> Landscaping in parking lot square footage <input type="radio"/> Percentage of parking lot landscaped