Commercial Plan Submittal Requirements

SITE AND ZONING PLANS:
Site plans with the following information must be provided:

TITLE BLOCK:

Development name and address.
Property owner and mailing address.
Designer, map preparer and mailing address.
Graphic scale, north arrow and date of plan.

SITE DATA BLOCK:

Tax map and parcel identification number.
Site and surrounding zoning.
Site area and disturbed area.
Existing use and proposed use.
Number of lots and lot sizes.
Parking spaces required and provided.
Landscape Ordinance requirements.
Data for Watershed Regulations *(If located in watershed*).

EXISTING FEATURES TO BE INCLUDED IN SITE PLAN:

Property boundaries with labeled metes and bounds.
Adjacent intersecting boundaries.
Topography at two feet intervals.
Floodways / Floodplains, and water elements.
Drainageways and Drainage facilities.
Site structures and improvements.
Right of Ways, roadways and drives.
Easements, Utilities; Type, location and size.
Existing vegetation and natural features.
Watershed information.
Zoning of all adjacent properties.

PROPOSED FEATURES TO BE INCLUDED IN SITE PLAN:

NOTE: Additional information may be required depending upon proposed application.
Lot layout indicated with dimensions, acreage and square footage.
Setbacks and Buffer / screening requirements indicated.
Proposed Structures and Improvements: Indicate setbacks, size, height, access, elevations, and relationship/dimensions to other buildings.
Right of ways, public/private streets, drives: Indicate location, material, and dimensions.
Parking locations and layout: Indicate materials, dimensions, setbacks, curbing/wheel stops.
Handicap access on site, detailed with parking locations and layout.
Truck loading / unloading areas.
Refuse collection area(s).
Utility Layouts / Connections.

Completed Backflow Prevention/Grease Trap installation applications

Contact Terry Windham @ 775-8247

Easement location: Indicate type and width.
Storage areas: Indicate type and location.
Site lighting, signage, fencing, walls and amenities located in detail.
Proposed topography.
Natural features and existing vegetation indicate and that is left undisturbed.
Landscape Ordinance and screen plantings located on plan and detailed in schedules.

Public / Private recreational areas and facilities located in detail.