



RESIDENTIAL SITE PLAN CHECKLIST

Applicants for residential Building Permits are required to submit an executed Site Plan Checklist as part of the permitting process in order to ensure the satisfactory construction of site improvements and installation of drainage facilities. The Applicant shall be required to submit an executed Site Plan Certification indicating that all site improvements have been installed in conformance with the approved Site Plan and Checklist prior to the issuance of a Certificate of Occupancy.

1. Basic Site Plan / Zoning Information					
Required for all new residential construction, residential additions, and accessory structures					
<input type="checkbox"/>	Applicant and Owner Name	<input type="checkbox"/>	Address and PIN	<input type="checkbox"/>	Subdivision and Lot #
<input type="checkbox"/>	Scale and North Arrow	<input type="checkbox"/>	Date of original site plan and any revisions	<input type="checkbox"/>	Lot Size (square footage)
<input type="checkbox"/>	Zoning District(s)	<input type="checkbox"/>	Property Boundary	<input type="checkbox"/>	Minimum Required Setbacks
<input type="checkbox"/>	Location and dimensions of all existing/proposed improvements (including buildings, driveways, sidewalks, at grade patios, wells, septic tanks and drain fields, etc.)				
<input type="checkbox"/>	Location of environmentally sensitive areas to include wetlands and special flood hazard areas				
<input type="checkbox"/>	Location of any easements or required buffers				
<input type="checkbox"/>	Proposed setbacks lines with distances shown along with corner tie distances to the front, side, and rear yard lot lines				
<input type="checkbox"/>	Lot Coverage Percentage, calculated by adding the total area of all existing and proposed impervious surface areas, then dividing it by the total square footage of the lot.				
Note: All site plans must be drawn to a reasonable engineer’s scale. A new survey of the property, prepared by a qualified surveyor, may be required if your property’s boundary lines/access cannot be determined; the site is located within a Special Flood Hazard Area; or the National Wetlands Inventory map shows the potential for wetlands to be impacted by the project.					

2. Grading / Drainage Information			
Required for all new residential construction or as otherwise determined by the Engineering Director			
<input type="checkbox"/>	Existing / Proposed Contours (1’ interval)	<input type="checkbox"/>	Location of downspouts
<input type="checkbox"/>	Proposed finished floor elevation of all slabs	<input type="checkbox"/>	Proposed drainage flow arrows
<input type="checkbox"/>	Location, size, and slope of all drainage conveyance components (piping, cross drains, swales, etc.)		
<input type="checkbox"/>	Location of all utility/drainage structures on or immediately adjacent to the property		
Notes: All new residential construction that is part of an approved major subdivision, must utilize the information from the subdivision’s approved neighborhood grading/drainage plan. Downspouts where installed shall be directed toward swales and away from septic systems. No point discharges shall be allowed at property lines.			

3. Tree / Landscaping Information	
Required for all new residential construction that is located within a major subdivision with an approved tree protection plan	
<input type="checkbox"/>	Location, genus, and species of all replant trees required to be planted on the lot
Note: All replant trees shall be a minimum of two-inch caliper.	