

SITE PLAN CHECKLIST: COMMERCIAL

Using your own dimensions, show and identify the following items on your site plan drawing. Include information on and within 50 feet of your proposed development.

GENERAL items to be shown:	
	Drawing Scale (Use either 1" = 40' or 1" = 20' on a 24" x 36" sheet)
	North Arrow
	Title Block
	Project Name
	Engineers Name
	Revisions
	Date (s)
	Engineering Stamp
	Owner Information (lower right corner)
	Name
	Current Address
	Phone Number
	Section Map showing Monument used to the property location
	Vicinity Map (upper right corner)
	Assessor's Map & Tax Lot Number (top of page)
	Sheet Index
	Permit Condition Notes are included in the General Note Sheet
EXISTING Items to be Shown	
	Benchmark(s), property pins, monuments, and government corners
	Right-of-Way boundaries and widths
	Property lines
	All Easements of Record (this information should be part of the property title report)
	Street Name(s)
	Curb/gutter, edge of asphalt, and/or edge of gravel
	Utility lines (storm, sanitary sewer, water, gas, electric, buried telephone and other)
	Utility structures (catch basins, manholes, valves, vaults, poles, risers, meters, and other)
	Buildings
	Sidewalks and ramps
	Driveways (label surface materials) and approaches
	Contours at 2-intervals
	Trees, shrubs, groundcovers, planters, other landscape features
	Wetland boundaries, ponds, shorelines, creeks (high water and center flow lines)
	Fences and retaining walls (label building materials)
	Light poles, signal poles, signs, flagpoles
	Pavement markings and wheelstops
	Guardrails, handrails, bollards
	Signal control cabinet(s), junction box(es), detector loops
	Tanks (surface or buried), drainfields, dry wells, infiltration trenches, curtain drains
	Stockpiles (soil, rock)



PROPOSED Items to be Shown

	Square footage of property
	Square footage of impervious surfaces (buildings, driveways, porches, decks)
	Required setbacks (buildings, environmental hazard zones, wetlands)
	New Benchmarks, property pins, monuments and government corners
	New Right-of-way boundaries and widths
	New property lines
	Easements
	Cross-sections of buildings and/or grading
	Typical street sections
	Curb/gutter
	Edge of pavement, asphalt or gravel
	Sanitary sewer connection
	Utility lines (storm, sanitary sewer, water, gas, electric, buried telephone, other)
	Water service connection (domestic and fire line), <u>including proposed size, materials, & assembly details</u>
	Downspout and stormwater connection locations
	Culverts or ditches
	<u>Stormwater detention & water quality structures (location, size, and features)</u>
	Utility structures (catch basins, manholes, valves, vaults, poles, risers, meters, other)
	Sidewalks and ramps
	Driveways (surface materials labeled) and approaches
	Contours at 2-foot intervals
	Trees, shrubs, ground covers, planters, other proposed landscape features
	Wetland boundaries, ponds, shorelines, creeks (high water and center flowlines)
	Retaining walls and fences
	Lightpoles, signal poles, signs, flagpoles
	Pavement markings and wheelstops
	Guardrails, handrails, bollards

