



LUDS Checklist

Site Plan

Purpose of the Site Plan

The Site Plan is required to provide the information needed for City staff to adequately review the proposed use or activity for the site. The type or level of information may vary depending upon the scale, scope, or nature of the project. The information shall be presented in sufficient detail with adequate dimensions to show the size and placement of all proposed structures, driveways, parking lots, roads, and streets. The plan shall include land features such as wetlands, floodplains, creeks, lakes, ponds, and surface drainage facilities. The information shall be provided in sufficient detail to determine the demand on the capacities of public services and facilities.

General Plan Requirements

- Title block with sheet number, designer contact information and dates(s) of submission/revision
- Minimum 24" x 36" sheet size, to scale:
 - For less than 3 acres, not less than 1" = 50'
 - For 3 or more acres, 1"=100'
- Scale, north arrow, and location map
- Property boundaries and property dimensions (including width, length, acreage, and frontage)
- Any existing or proposed streets
- The location, surface width, and right-of-way width of public rights-of-way, streets, drives, alleys, existing and proposed easements (including type), acceleration and deceleration lanes, pedestrian walkways, and loading areas, including relationship to existing rights-of-way

Site Plan Specific Requirements

- A project description
- The common description and complete legal description of the property
- Existing zoning of the property and zoning of all abutting properties
- Net acreage (minus rights-of-way and submerged land) and total acreage of the property
- Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 50 feet of the site
- Computations, with documentation, of average setbacks, where required
- Topography on the site and within 50 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark
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- Proposed lot lines, lot dimensions, property lines, setback dimensions, structures, and other improvements on the site and within 100 feet of the site
- Proximity to intersection(s) and major thoroughfares
- Location of existing drainage courses, floodplains, streams, and wetlands with elevations
- Natural resources/features to be preserved
- Location of existing and proposed above or below ground storage facilities, and any containment structures for chemicals or flammable/hazardous materials
- Location of exterior lighting (site & building lighting)
- Location and size of all signs
- Location of trash receptacles and transformer pads and method of screening
- Extent of any outdoor sales or display area
- Dimensions, curve radii, and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements
- Driveways and intersections within 250 feet of the site
- Cross section details of proposed roads, driveways, parking lots, sidewalks, and non-motorized paths illustrating materials and thickness
- Dimensions of acceleration, deceleration, and passing lanes
- Dimensions of parking spaces, islands, circulation aisles, and loading zones
- Calculations for required number of parking and loading spaces
- Designation of fire lanes
- Traffic regulatory signs and pavement markings
- Location of existing and proposed sidewalks/pathways within the site or right-of-way
- Location, height, and outside dimensions of all storage areas and facilities
- Number, location, and density by type of residential units, if applicable
- Location, size, and purpose of any proposed open spaces or recreational areas