

# Site Plan Review Checklist

All Major projects over five hundred (500) square feet are subject to a site plan review by the Planning Commission. Filing an application form, gathering required documents, and paying required fee must be completed before review will be scheduled. All materials summarized from Ordinance Chapter 9 Development Site Plan Review

---

## Pre-review materials and actions

- Have a Pre-Application Conference: Recommended for all projects.
- Fill out site plan review application.
- Gather and prepare for Zoning Administrator all materials needed at minimum twenty (20) days prior to any Planning Commission Review:
  - Location of proposed or existing property lines, dimensions, legal descriptions, tax parcel numbers, setback lines, and monument locations. Zoning classifications of the site and adjacent properties.
  - A Vicinity Map showing north arrow, scale, existing/proposed grades, existing soils, any certifications, and drainage flows.
  - Existing and proposed water courses and water bodies within three hundred (300) feet of the project site and proposed erosion control measures.
  - Location of existing and proposed buildings and intended uses thereof.
  - Proposed accessory structures, buildings, and other appurtenances and method and details of screening, where applicable.
  - Location of existing public roads and streets that abut or cross the site, plus rights-of-way and private easements of record.
  - Location and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration and passing lanes or tapers (if any) serving the development.
  - Location and dimensions of existing and proposed curbing, barrier-free access, carports, parking areas, fire lanes, and all lighting and signing thereof.
  - Location and details of all loading and unloading areas.
  - Location and details of all trails, walkways, bicycle paths, and other areas for public use.
  - Location of water supply lines and/or wells, fire hydrants, shut-off valves, storm sewers with design details, retention or detention ponds, waster water lines, clean-out locations, connection points and treatment systems, including septic systems, if applicable.
  - Location and routing of all other utilities on the site.
  - Proposed location, dimensions, and details of common open spaces and common facilities; such as community buildings, or swimming pools, if applicable.
  - Exterior lighting locations with areas of illumination illustrated, as well as type of fixtures and shielding to be used.
  - Location and specifications for all fences, walls, and other screening features.
  - Significant existing vegetation. Forests or large areas of vegetation to be preserved shall be demarcated and designated as such.
  - Locations and specifications for all proposed perimeter and internal landscaping and any buffering features.
  - Location and specifications for screening of all trash receptacles and other solid waste disposal facilities.
  - Pollution Incident Prevention Plan as required by the Act 245 Program for any ground storage facilities.
  - Identification of any significant or unique site features, including significant views onto or from the site.
- Pay all fees.
- Application Review begins.

---

## **Planning Commission Review**

- Ensure Planning Chairman is informed and date scheduled for presentation.
- Get 5 copies of plan materials distributed to Planning Commission.
- Give presentation.
- Commission will either need more information, will approve, will approve with conditions, or deny. If approval is dependent on variance, the ZBA must approve.

---

## **Decision**

- Approved: Zoning Administrator will inform of further action with Land Use permit.
- Approved with conditions: Zoning Administrator will inform of further action with Land Use permit.
- Approval dependent on variances: Zoning Board of Appeals must approve.
- Denial per amendment of plan: After resubmittal Planning Commission shall, within sixty (60) days, inform the applicant of the acceptance or rejection of his plans.
- Denial: Any person aggrieved by decision may appeal to Zoning Board of Appeals with appeal letter to Zoning Administrator within ten (10) days.

---

## **Approval follow-up**

- Zoning Administrator will be notified once footing stakes are placed for verification.
- All approved permits are good for one (1) year.