



Development Plan Checklist

Case # _____ County Tax ID# _____
 Development Name _____

If the plan requires more than one (1) sheet, each sheet shall be numbered as it corresponds to the total number of sheets (i.e., 1 of 2, 2 of 2). When a match line is required, a key map shall be provided.

Provided			Verified			
Yes	No		Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	1	A site inventory analysis including a scale drawing showing existing vegetation, natural watercourses, creeks or bodies of water and an analysis of planned changes in such natural features as a result of the development. This should include a delineation of any floodprone areas.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2	A scale drawing showing any proposed public or private streets and alleys; building sites or lots; and areas reserved as parks, parkways, playground, utility easements, school sites, street widening and street changes; the points of ingress and egress from existing streets; general location and description of existing and proposed utility services, the location and width for all curb cuts.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3	A site plan for proposed building complexes showing the location of separate buildings and the minimum distance between buildings, and between building and property lines, street lines, and alley lines.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4	Supplemental data describing standards, regulations or other data pertinent to the development of the Planned Development District is to be included in the text of the amending Ordinance. The Development Plan should be separate from the platting process. In that event, should anything change during the construction process, the developer need only amend the plat.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6	Existing and proposed site conditions.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7	Proposed name of business and and/or development.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8	Proposed building locations, dimensions, size, density and finished floor elevations of structures referenced to sea level datum if adjacent to the 100-year floodplain.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9	For a non residential planned development, building elevations shall be required in addition to the development plan		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10	All building setbacks, including front, side, rear and sidewalk.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11	All adjacent platted property within two hundred (200) feet shown in dashed lines, labeling lot and block numbers, subdivision name, easements, street names and plat record reference.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12	Name and address of person or firm preparing the plat/site plan (which must be prepared and stamped by a registered land surveyor or registered professional engineer), name and address of persons or firm preparing other data and information if different from preparer of the map.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13	Abutting properties with approximate location of the structures thereof including access roads.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14	The shape, size, height and location showing the zoning classification thereof of existing structures located on the site if they are to remain as part of the project, otherwise not needed.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15	The location and approximate size of structures within 200 feet of the site, including all driveways.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16	Parking areas and structures, street names and widths, medians, alleys, off-street parking spaces (include # of spaces), handicap parking spaces (include # of), ramps, crosswalks, and loading areas. All shown with dimensions and radii.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17	Access easements and off-site parking.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18	Building service, dumpster, and trash compactor locations and screening.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19	Location and design of screening walls, fences, living screens, retaining walls, headlight screens, service area screens, including height, type of construction and planting specifications.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20	Landscaping plan prepared by a registered landscaper, [or] architect showing turf areas, site landscaping, parking lot landscaping, landscape setback landscaping, open spaces, green areas, and any other required or offered landscape improvements, including planting specifications and irrigation.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	21	Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	22	An accurate survey with topographic information with a maximum five feet in contour showing grading, drainage, and storm sewer lines.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	23	Water and sewer connections, meter locations, size, and meter and/or detector check valve vaults indicated, together with a table of number of water meters by size and noting if they exist or are proposed.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	24	Inlet[s], culverts, and other drainage structures on site and immediately adjacent to the site.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	26	Common Access Easement - provide 24' wide easements to adjacent land or within a commercial, industrial or multifamily development. Notes to include: 1. <i>The Common Access Easement is for the use of the following properties..... No improvements shall be made that impede ingress and/or egress along this easement.</i> 2. <i>The common access easement shall be maintained by the property owner.</i>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	27	Sidewalks, walkways and gathering spaces, including dimensions.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	28	Sign elevations and specifications.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	29	Monument signs.		<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	30	Proposed covenants or site restrictions establishing a plan for permanent care, replacement, and maintenance of any living buffer, plants on any common areas or commonly owned facility, and plants within any landscape setback zone or other land use controls.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	31	Location map, north arrow, scale, title block and site/development summary table.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	32	One disk that contains all the above information in AutoCAD and PDF format.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Floodway and Floodplain limit shown and labeled with dimensional ties to all lot corners from the current FEMA Flood Insurance Rate Map, The City Master Drainage Plan, or other analysis as approved by the City Engineer. The FIRM panel number and effective date shall be noted.	<input type="checkbox"/>	<input type="checkbox"/>

This list is comprised of the minimum amount of information that shall be provided on a concept plan, additional information may be warranted.

Item # _____ Reason For Ommission: _____

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