

MAJOR / MINOR SITE PLAN APPLICATION
CIRCLE ONE

FOR OFFICIAL USE ONLY: Application No. _____

Date filed : _____; Zone _____; Fee paid : \$_____

Application accepted by : _____; Register # _____

Date application complete : _____ By: _____
NAME

SECTION 1. INFORMATION REGARDING THE PROPERTY

1.1 Street address : _____

1.2 Nearest intersection : _____

1.3 Tax map sheet # _____; Block(s) _____; Lot(s) _____

SECTION 2. APPLICANT INFORMATION

2.1 Full name : _____

2.2 Address : _____
_____ Telephone : _____

2.3 The applicant is : _____ individual(s); _____ corporation;
_____ partnership; _____ other (specify) _____

ALL CORPORATE APPLICANTS MUST BE REPRESENTED BY AN ATTORNEY

2.4 Relationship of the applicant to the property in question is:
_____ Owner; _____ Tenant/Lessee; _____ Purchaser under contract;
_____ Other (specify) _____

THE OWNER MUST SIGN THIS APPLICATION FORM, OR THE APPLICANT MUST
SUBMIT AN AFFIDAVIT FROM THE OWNER AUTHORIZING THIS APPLICATION.

SECTION 3. GENERAL INFORMATION

3.1 Describe (in detailed narrative form) the proposed development and use of this property. Include all physical improvements, such as but not limited to number and dimensions of all structures or additions; parking spaces; access roads; landscaping; other site considerations. Attach additional pages if necessary.

3.2 Coincident applications (enter X and describe briefly, or enter N/A if not applicable):

Subdivision : _____

Use Variance : _____

Conditional Use: _____

3.3 Previous applications (enter X and describe briefly, including dates; enter "None" if appropriate)

___ Site plan : _____

___ Subdivision : _____

___ Use Variance : _____

___ Conditional Use: _____

[Attach additional pages if necessary]

3.4 Deed restrictions or covenants : ___ Yes; ___ No.

If Yes, attach copy (copies).

3.5 Is property located on a County road? ___ Yes; ___ No.

If YES, has an application been submitted to the County for their approval?

___ Yes (date submitted : _____); ___ No.

If YES, has approval been granted ? ___ Yes; ___ No.

If YES, attach a copy of their comments/approval.

3.6 Will 5000 sq ft or more of land be disturbed? ___ Yes; ___ No

If YES, has an application been filed with the Somerset-Union Soil Conservation District for their approval?

___ Yes (date submitted : _____); ___ No.

If YES, has approval been granted ? ___ Yes; ___ No.

If YES, attach a copy of their comments/approval.

SECTION 4. PROPERTY DETAILS

- * See the city's Development Regulations Ordinance for definition of terms.
- * You must include detailed calculation worksheets with this application for each of the following items.

4.1 Building coverage

Area of plot _____

Area covered by existing buildings _____

Area covered by existing buildings to remain _____

Area of proposed new buildings _____

Total area of plot to be covered by buildings _____

Percent of lot covered buildings _____

4.2 Lot coverage

Building coverage area _____

Other coverage areas

Type _____ Area _____

Type _____ Area _____

Type _____ Area _____

Total lot coverage area _____

Lot coverage percent _____

4.3 Floor area ratio (F.A.R.)

a. Gross floor area _____

b. Total lot area _____

c. F.A.R. (a. divided by b. x 100%) _____

4.4 Lot dimensions (See Table of Space Regulations in D.R.O.)

	<u>Table</u>	<u>Existing</u>	<u>Proposed</u>
Lot area	_____	_____	_____
Density	_____	_____	_____
Lot width	_____	_____	_____
Lot frontage (see note 1) ..	_____	_____	_____
Front yard ²	_____	_____	_____
Rear yard	_____	_____	_____
Side yard ³	_____	_____	_____
Other side yard	_____	_____	_____
Total side yard % of lot width ⁴	_____	_____	_____

NOTE 1 : same as minimum lot width, except that on curved alignments with an outside radius of less than 500 feet, the minimum lot frontage shall be not less than 75% of minimum width.

NOTE 2 : corner lots have two front yards, two side yards and no rear yard. Corner lots must be 20% larger than the minimum lot area for the zone.

NOTE 3 : Measured at the building line.

NOTE 4 : Sum of side yard widths at the building line, divided by the lot width, and expressed as a percent.

4.5 Parking area information

a. Type of building use(s) proposed, and formula for required spaces, as listed in Section 5.15-6 of the D.R.O. :

b. Total number of employees proposed at site : _____

c. Total number of public/visitors expected : _____

4.6 Parking area details (See Section 5.15 of the D.R.O.)

	<u>Required</u> NUMBER	<u>Existing</u> NUMB. SIZE	<u>Proposed</u> NUMB. SIZE
Garage spaces	_____	_____	_____
Exterior spaces	_____	_____	_____
Handicapped spaces	_____	_____	_____
Loading spaces	_____	_____	_____
Access drive width	_____	_____	_____
Curbcut	<u>15 ft. max</u>	_____	_____
Setback	_____	_____	_____
Buffer areas	_____	_____	_____
Curbing type	_____	_____	_____
Lighting	<u>YES</u>	<u>YES or NO?</u>	<u>YES or NO?</u>

SECTION 5. SANITARY AND STORM DRAINAGE

5.1 Sanitary sewers available to this site ? _____ Yes; _____ No.

If YES, attach detailed engineering drawings showing the proposed location of the sanitary lines and connection to the sewer system.

If NO, how will sanitary waste be disposed of ? _____

5.2 Storm water drainage system provided ? _____ Yes; _____ No.

a. Type of system : _____ detention; _____ absorption;
 _____ other (type : _____)

b. Attach a detailed description of the proposed system.

c. Attach detailed engineering calculations for the proposed drainage, verifying compliance with the 100 year storm provisions of the D.R.O.

SECTION 6. SIGNS (See Section 5.20)

- 6.1 Existing signs Number ..._____ Area .. _____ s.f.
- 6.2 Proposed signs Number ..._____ Area .. _____ s.f.
- 6.3 Identify all sign locations, existing and proposed, on the plat. Include both plan and elevation views of each sign.
- 6.4 Attach a list of existing and proposed signs, indicating the type and area, with a location reference to the plat.

SECTION 7. OTHER INFORMATION

Include as appended pages any information which would assist the Board in reviewing the site plan and/or this application.

SECTION 8. CERTIFICATION AND AUTHORIZATION

- 8.1 Applicant's certification: I certify that the statements made and the information contained in the above application and in the documents submitted with the application are all true.

PRINTED NAME

SIGNATURE

- 8.2 Owner's authorization: (to be completed when the applicant is not the owner of record.)

I, _____, hereby certify that I reside at _____ in the County of _____, State of _____, and that I am the (owner) (one of the owners) of the lot, piece or parcel of land known as Block(s) _____, Lot(s) _____ on the Tax Map of the City of Summit, which property is the subject of the above application, and that I authorize this application to be filed.

PRINTED NAME

SIGNATURE

CONCEPT PLAN FOR SITE PLANS
Submission Checklist
 City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Section 6.6-2

- | | | Applicant | City |
|-----|---|-----------|-------|
| 1. | Original and 13 copies of application form | _____ | _____ |
| 2. | Original and 13 copies of narrative description of project | _____ | _____ |
| 3. | 14 copies of informal plat | _____ | _____ |
| 4. | Original and 1 copy of this completed checklist | _____ | _____ |
| 5. | Application fee and escrow deposit | _____ | _____ |
| 6. | Scale 1" = 100' or larger | _____ | _____ |
| 7. | Tract acreage and lot areas | _____ | _____ |
| 8. | Existing and proposed street and lot layout | _____ | _____ |
| 9. | Existing and proposed lot lines and setback lines | _____ | _____ |
| 10. | Existing lot lines to be eliminated | _____ | _____ |
| 11. | Contours based on U.S.G.S. data | _____ | _____ |
| 12. | Approximate location of existing streams, brooks, drainage rights-of-way and the direction of flow; location of steep slopes, wetlands and swamps | _____ | _____ |
| 13. | Approximate location of and distances between existing and proposed structures, buildings and uses, parking, loading, on-site circulation, driveways, wooded areas, approximate on-site or on-tract storm water detention facilities; water and sewer service | _____ | _____ |
| 14. | Tax sheet, block, lot, adjoining lots, date, graphic scale, north arrow | _____ | _____ |
| 15. | Zoning District | _____ | _____ |
| 16. | Key map with north arrow showing entire development and its relationship to surrounding areas. | _____ | _____ |
| 17. | Name, address, phone number and signature of owner, the developer, and person preparing the plat | _____ | _____ |

Plat Details - Section 6.10-2

This checklist is not a substitute for the specific submission requirements of the Ordinance. See the Ordinance for detailed requirements.

On _____, this submittal was deemed complete _____ incomplete _____.

 Administrative Officer

Staff comments on reverse side

STAFF COMMENTS on
CONCEPT SITE PLAN

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

COMMENTS: _____

Submitted by: _____

MINOR SITE PLAN – FINAL APPROVAL

Submission Checklist City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Submittal Items – Section 6.8-1

		Applicant	City
1.	1 original and 13 copies of application form	_____	_____
2.	14 copies and one mylar of plat	_____	_____
3.	1 original and 13 copies of property owners list and area map showing the uses of each property	_____	_____
4.	1 original and 1 copy of completed checklist	_____	_____
5.	1 original and 1 copy of the proposed public notice	_____	_____
6.	1 original and 1 copy of the proposed advertisement	_____	_____
7.	2 copies of the completed County planning board application	_____	_____
8.	2 copies of protective covenants, deed restrictions and easements	_____	_____
9.	1 original and 1 copy of drainage calculations	_____	_____
10.	1 original and 1 copy of certification of paid property taxes	_____	_____
11.	Application fee and escrow deposit	_____	_____
12.	Soil Conservation District certification	_____	_____
13.	Performance guarantee (previously approved by the city engineer)	_____	_____
14.	Engineering inspection fees (previously approved by city engineer)	_____	_____
15.	Letters from utility companies approving proposed utility service and stating who will construct the utility facility	_____	_____
16.	Statement from design engineer with maps showing utilities and other improvements (on and off tract) in exact location and elevation; that the engineer has examined the drainage, erosion, storm water control and excavation plans and found the city and nearby property interests are protected; identifying portions of improvements already installed; and that the developer has installed all improvements or has posted a performance guarantee in an amount approved by the city engineer	_____	_____
17.	Signature blocks for the approving authority, City Engineer, and other endorsements required by law	_____	_____
18.	Scale 1" = 50' or larger	_____	_____
19.	Certified by New Jersey licensed architect or engineer	_____	_____
20.	Tract acreage and lot areas to 1.0 square foot	_____	_____
21.	Lot lines and exterior boundaries of the tract, to nearest 0.01 foot, certified by NJ licensed land surveyor	_____	_____
22.	Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11"	_____	_____

at Details – Section 6.10-3

		Applicant	City
23.	Existing lot lines to be eliminated	_____	_____
24.	Existing and proposed contours at 2 foot intervals throughout and within 100 ft. of any building or paved area under review	_____	_____
25.	Location of existing structures, buildings and uses, including all dimensions, coverages, parking spaces, setbacks, and yards	_____	_____
26.	Location of proposed structures, buildings and uses, including all dimensions, coverages, parking spaces, setbacks, and yards	_____	_____
27.	Easements, streets, driveways, sight triangles	_____	_____
28.	Key map showing general location of the parcel within the city	_____	_____
29.	Zoning District identification and boundary lines (if any)	_____	_____
30.	Variances needed from zoning setbacks or standards	_____	_____
31.	Title of the plan; tax sheet number; block and lot; adjoining lots; date (including all revision dates); graphic scale; north arrow	_____	_____
32.	Name, address, phone number and signature of owner and of the firm and person preparing the plat	_____	_____
<input type="checkbox"/>	Building and Use Plan Sheet(s)	Applicant	City
1.	Size, height, location, arrangement and use of all buildings	_____	_____
2.	Sign locations	_____	_____
3.	Architect's scaled elevations of front, side and rear of buildings	_____	_____
4.	Architect's scaled elevations of signs	_____	_____
5.	Indication of existing buildings to remain or be removed	_____	_____
6.	Written description of proposed uses and operations	_____	_____
7.	Number of employees or members	_____	_____
8.	Number of shifts and maximum employees on each shift	_____	_____
9.	Expected truck and tractor-trailer traffic	_____	_____
10.	Emission of noise, glare, vibration, heat, odor, water	_____	_____
11.	Safety hazards	_____	_____
12.	Anticipated expansion plans incorporated in design	_____	_____
13.	Floor plans for apartment/townhouses with type & number of units	_____	_____
<input type="checkbox"/>	Circulation Plan Sheet(s)	Applicant	City
1.	Access streets and street names	_____	_____
2.	Acceleration/deceleration lanes	_____	_____
3.	Curbs, aisles, and lanes	_____	_____
4.	Access points to public streets	_____	_____
5.	Sight triangles; traffic channels; easements; fire lanes	_____	_____
6.	Driveways, number and locations of parking spaces	_____	_____
7.	Number and locations of loading spaces	_____	_____

(Continued next page)

	Applicant	City
8. Pedestrian walks, bikeways and related facilities	_____	_____
9. Lights; lighting standards, signs and driveways within the tract and within 100 feet of the tract	_____	_____
10. Sidewalks along all expected paths of pedestrian travel	_____	_____
11. Cross sections of new streets, aisles, lanes, sidewalks, driveways, and bikeways	_____	_____
<input type="checkbox"/> Natural Resources Plan Sheet(s)	Applicant	City
1. Existing and proposed wooded areas, buffer areas and/or sodded areas	_____	_____
2. Ground cover, retaining walls, fencing; signs	_____	_____
3. Recreation areas, shrubbery, trees and other features	_____	_____
4. Location and type of constructed improvements	_____	_____
5. Location, number, species, caliper of plants and trees	_____	_____
<input type="checkbox"/> Utilities Plan Sheet(s)		
1. Existing and proposed storm drainage and run-off	_____	_____
2. Open space; common property	_____	_____
3. Fire, gas, electric, telephone, sewer and water line service proposed or existing, locations and connections	_____	_____
4. Solid waste collection and disposal methods	_____	_____
5. Proposed grades, sizes, capacities and materials	_____	_____
6. Easements acquired or required on-tract or off-tract	_____	_____
7. Copies of legal documents supporting the easements	_____	_____
8. Lighting, including type of fixture; direction; angle; height; and isolux drawings for each source	_____	_____

This checklist is not a substitute for the specific submission requirements of the Ordinance. See the Ordinance for detailed requirements.

Applicant - please do not write below this line

On _____, this submittal was deemed complete _____ incomplete _____.

Administrative Officer

Staff comments on following page.

**MINOR SITE PLAN - FINAL
STAFF COMMENTS on CHECKLIST**

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

COMMENTS: _____

Submitted by: _____

MAJOR SITE PLAN – PRELIMINARY APPROVAL

Submission Checklist

City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Submittal Items – Section 6.7-1

- | | | Applicant | City |
|-----|---|-----------|-------|
| 1. | 1 original and 13 copies of application form | _____ | _____ |
| 2. | 14 copies of plat | _____ | _____ |
| 3. | 1 original and 13 copies of property owners list and area map showing the uses of each property | _____ | _____ |
| 4. | 1 original and 1 copy of completed checklist | _____ | _____ |
| 5. | 1 original and 1 copy of proposed public notice | _____ | _____ |
| 6. | 1 original and 1 copy of the proposed advertisement | _____ | _____ |
| 7. | 2 copies of the completed County planning board application | _____ | _____ |
| 8. | 2 copies of protective covenants, deed restrictions and easements | _____ | _____ |
| 9. | 2 copies of drainage calculations | _____ | _____ |
| 10. | 1 original and 1 copy of certification of paid property taxes | _____ | _____ |
| 11. | Application fee and escrow deposit | _____ | _____ |

Plat Detail Requirements – Section 6.10-3

- | | | | |
|-----|---|-------|-------|
| 12. | Soil Conservation District certification | _____ | _____ |
| 13. | Scale 1" = 50' or larger | _____ | _____ |
| 14. | Tract acreage and lot areas to 1.0 square foot | _____ | _____ |
| 15. | Lot lines and exterior boundaries of the tract, to nearest 0.01 foot, certified by NJ licensed land surveyor | _____ | _____ |
| 16. | Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11" | _____ | _____ |
| 17. | Existing lot lines to be eliminated | _____ | _____ |
| 18. | Existing and proposed contours at 2 foot intervals throughout and within 100 ft. of any building or paved area under review | _____ | _____ |
| 19. | Location of existing and proposed structures, buildings and uses, including all dimensions, coverages, parking, setbacks, yards | _____ | _____ |
| 20. | Easements, streets, driveways, sight triangles | _____ | _____ |
| 21. | Key map showing general location within city | _____ | _____ |
| 22. | Zoning District identification and boundary lines (if any) | _____ | _____ |
| 23. | Zoning setbacks, coverage standards, and variances, if any | _____ | _____ |
| 24. | Title of the plan; tax sheet number; block and lot; adjoining lots; graphic scale; north arrow; date (including all revision dates) | _____ | _____ |
| 25. | Name, address, phone number and signature of owner and of the firm and person preparing the plat with license number and seal | _____ | _____ |

(Continued on next page)

		Applicant	City
<input type="checkbox"/>	Building and Use Plan Sheet(s)		
1.	Size, height, location, arrangement and use of all buildings	_____	_____
2.	Sign locations	_____	_____
3.	Architect's scaled elevations of front, side & rear of buildings	_____	_____
4.	Architect's scaled elevations of signs	_____	_____
5.	Indication of existing buildings to remain or be removed	_____	_____
6.	Written description of proposed uses and operations	_____	_____
7.	Number of employees or members	_____	_____
8.	Number of shifts and maximum employees on each shift	_____	_____
9.	Expected truck and tractor-trailer traffic	_____	_____
10.	Emission of noise, glare, vibration, heat, odor, water	_____	_____
11.	Safety hazards	_____	_____
12.	Anticipated expansion plans incorporated in design	_____	_____
13.	Floor plans for apartment/townhouses with type and number of units	_____	_____
<input type="checkbox"/>	Circulation Plan Sheet(s)		
1.	Access streets and street names	_____	_____
2.	Acceleration/deceleration lanes	_____	_____
3.	Curbs, aisles, and lanes	_____	_____
4.	Access points to public streets	_____	_____
5.	Sight triangles; traffic channels; easements; fire lanes	_____	_____
6.	Driveways, number and locations of parking spaces	_____	_____
7.	Number and locations of loading spaces	_____	_____
8.	Pedestrian walks, bikeways and related facilities	_____	_____
9.	Lights, lighting standards, signs and driveways within the tract and within 100 feet of the tract	_____	_____
10.	Sidewalks along all expected paths of pedestrian travel	_____	_____
11.	Cross sections of new streets, aisles, lanes, sidewalks, driveways, and bikeways	_____	_____
<input type="checkbox"/>	Natural Resources Plan Sheet(s)		
1.	Existing and proposed wooded areas, buffer areas and/or sodded areas	_____	_____
2.	Ground cover, retaining walls, fencing, signs	_____	_____
3.	Recreation areas, shrubbery, trees and other features	_____	_____
4.	Location and type of constructed improvements	_____	_____
5.	Location, number, species, caliper of plants and trees	_____	_____

<input type="checkbox"/> Utilities Plan Sheet(s)	Applicant	City
1. Existing and proposed storm drainage and run-off	_____	_____
2. Open space; common property	_____	_____
3. Fire, gas, electric, telephone, sewer and water line service proposed or existing locations and connections	_____	_____
4. Solid waste collection and disposal methods	_____	_____
5. Proposed grades, sizes, capacities and materials	_____	_____
6. Easements acquired or required on-tract or off-tract	_____	_____
7. Copies of legal documents supporting the easements	_____	_____
8. Lighting, including type of fixture; direction; angle; height; and isolux drawings for each source	_____	_____

This checklist is not a substitute for the specific submission requirements of the Ordinance. See the Ordinance for detailed requirements.

Applicant - Please do not write below this line

On _____, this submittal was deemed complete _____ incomplete _____.

Administrative Officer

Staff review comments: _____

Submitted by: _____

MAJOR SITE PLAN – FINAL APPROVAL

Submission Checklist

City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Submittal Items – Section 6.8-1

Plat Details – Section 6.10-3

		Applicant	City
1.	1 original and 13 copies of application form	_____	_____
2.	14 copies and one mylar of plat	_____	_____
3.	1 original and 13 copies of property owners list and area map showing the uses of each property	_____	_____
4.	1 original and 1 copy of completed checklist	_____	_____
5.	1 original and 1 copy of the proposed public notice	_____	_____
6.	1 original and 1 copy of the proposed advertisement	_____	_____
7.	2 copies of the completed County planning board application	_____	_____
8.	2 copies of protective covenants, deed restrictions and easements	_____	_____
9.	1 original and 1 copy of drainage calculations	_____	_____
10.	1 original and 1 copy of certification of paid property taxes	_____	_____
11.	Application fee and escrow deposit	_____	_____
12.	Soil Conservation District certification	_____	_____
13.	Performance guarantee (previously approved by the city engineer)	_____	_____
14.	Engineering inspection fees (previously approved by city engineer)	_____	_____
15.	Letters from utility companies approving proposed utility service and stating who will construct the utility facility	_____	_____
16.	Statement from design engineer with maps showing utilities and other improvements (on and off tract) in exact location and elevation; that the engineer has examined the drainage, erosion, storm water control and excavation plans and found the city and nearby property interests are protected; identifying portions of improvements already installed; and that the developer has installed all improvements or has posted a performance guarantee in an amount approved by the city engineer	_____	_____
17.	Signature blocks for the approving authority, City Engineer, and other endorsements required by law	_____	_____
18.	Scale 1" = 50' or larger	_____	_____
19.	Certified by New Jersey licensed architect or engineer	_____	_____
20.	Tract acreage and lot areas to 1.0 square foot	_____	_____
21.	Lot lines and exterior boundaries of the tract, to nearest 0.01 foot, certified by NJ licensed land surveyor	_____	_____
22.	Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11"	_____	_____
23.	Existing lot lines to be eliminated	_____	_____

	Applicant	City
24. Existing and proposed contours at 2 foot intervals throughout and within 100 ft. of any building or paved area under review	_____	_____
25. Location of existing structures, buildings and uses, including all dimensions, coverages, parking spaces, setbacks, and yards	_____	_____
26. Location of proposed structures, buildings and uses, including all dimensions, coverages, parking spaces, setbacks, and yards	_____	_____
27. Easements, streets, driveways, sight triangles	_____	_____
28. Key map showing general location of the parcel within the city	_____	_____
29. Zoning District identification and boundary lines (if any)	_____	_____
30. Variances needed from zoning setbacks or standards	_____	_____
31. Title of the plan; tax sheet number; block and lot; adjoining lots; date (including all revision dates); graphic scale; north arrow	_____	_____
32. Name, address, phone number and signature of owner and of the firm and person preparing the plat with license number and seal	_____	_____
<input type="checkbox"/> Building and Use Plan Sheet(s)	Applicant	City
1. Size, height, location, arrangement and use of all buildings	_____	_____
2. Sign locations	_____	_____
3. Architect's scaled elevations of front, side and rear of buildings	_____	_____
4. Architect's scaled elevations of signs	_____	_____
5. Indication of existing buildings to remain or be removed	_____	_____
6. Written description of proposed uses and operations	_____	_____
7. Number of employees or members	_____	_____
8. Number of shifts and maximum employees on each shift	_____	_____
9. Expected truck and tractor-trailer traffic	_____	_____
10. Emission of noise, glare, vibration, heat, odor, water	_____	_____
11. Safety hazards	_____	_____
12. Anticipated expansion plans incorporated in design	_____	_____
13. Floor plans for apartment/townhouses with type & number of units	_____	_____
<input type="checkbox"/> Circulation Plan Sheet(s)	Applicant	City
1. Access streets and street names	_____	_____
2. Acceleration/deceleration lanes	_____	_____
3. Curbs, aisles, and lanes	_____	_____
4. Access points to public streets	_____	_____
5. Sight triangles; traffic channels; easements; fire lanes	_____	_____
6. Driveways, number and locations of parking spaces	_____	_____
7. Number and locations of loading spaces	_____	_____

(Continued on next page)

- | | Applicant | City |
|--|-----------|-------|
| 8. Pedestrian walks, bikeways and related facilities | _____ | _____ |
| 9. Lights, lighting standards, signs and driveways within the tract and within 100 feet of the tract | _____ | _____ |
| 10. Sidewalks along all expected paths of pedestrian travel | _____ | _____ |
| 11. Cross sections of new streets, aisles, lanes, sidewalks, driveways, and bikeways | _____ | _____ |

	Applicant	City
--	-----------	------

- | | | | |
|--------------------------|--|-------|-------|
| <input type="checkbox"/> | Natural Resources Plan Sheet(s) | | |
| 1. | Existing and proposed wooded areas, buffer areas and/or sodded areas | _____ | _____ |
| 2. | Ground cover, retaining walls, fencing, signs | _____ | _____ |
| 3. | Recreation areas, shrubbery, trees and other features | _____ | _____ |
| 4. | Location and type of constructed improvements | _____ | _____ |
| 5. | Location, number, species, caliper of plants and trees | _____ | _____ |

<input type="checkbox"/>	Utilities Plan Sheet(s)		
--------------------------	--------------------------------	--	--

- | | | | |
|----|--|-------|-------|
| 1. | Existing and proposed storm drainage and run-off | _____ | _____ |
| 2. | Open space; common property | _____ | _____ |
| 3. | Fire, gas, electric, telephone, sewer and water line service proposed or existing, locations and connections | _____ | _____ |
| 4. | Solid waste collection and disposal methods | _____ | _____ |
| 5. | Proposed grades, sizes, capacities and materials | _____ | _____ |
| 6. | Easements acquired or required on-tract or off-tract | _____ | _____ |
| 7. | Copies of legal documents supporting the easements | _____ | _____ |
| 8. | Lighting, including type of fixture; direction; angle; height; and isolux drawings for each source | _____ | _____ |

- | | | | |
|--|---|-------|-------|
| <input type="checkbox"/> | Required Changes from Preliminary Approval | | |
| All preliminary site plan requirements and all changes required as a condition of approval of the preliminary site plan are included | | | |
| | | _____ | _____ |

This checklist is not a substitute for the specific submission requirements of the Ordinance. See the Ordinance for detailed requirements.

On _____, this submittal was deemed complete _____ incomplete _____.

Administrative Officer

Staff comments on following page.

**MAJOR SITE PLAN - FINAL
STAFF COMMENTS on CHECKLIST**

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

COMMENTS: _____

Submitted by: _____