



# SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all Town ordinances and standards.  
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## GENERAL

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, space for Town Project Number, and preparation date
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant, and surveyor and/or engineer
- Town Action block placed above title block

<b><u>ACTION</u></b>	
<b>APPROVED</b>	<b>DENIED</b>
<b>STAFF</b>	
_____	_____
Date	Initials
<b>COUNCIL</b>	
_____	_____
Date	Initials
See the Staff Approval Letter or Council Result Memo for any conditions associated with the approval of the project.	

- For non-residential and multi-family developments, provide site data summary table using the following format:
  - For multi-lot developments, provide a column for each lot and a row for development totals
  - Zoning
  - Proposed Use
  - Lot Area, excluding right-of-way (square footage and acreage)
  - Building Area (gross square footage)
  - Building Height (feet and number of stories)
  - Lot Coverage
  - Total Parking Required (with ratio)
  - Total Parking Provided
  - Note: "Handicap parking is provided in accordance with ADA standards"
  - Areas of stormwater mitigation items, if applicable
  - Usable Open Space Required
  - Usable Open Space Provided
  - Square footage of Impervious Surface

## IF APPLICABLE:

- Number of Dwelling Units with Number of Bedrooms for multi-family developments
- Existing and proposed improvements within 100 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
- Existing and proposed building locations, building size and dimensions, finished floor elevation, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use
- Existing and proposed easements (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and drainage and detention, etc.). Depict existing and proposed franchise utility easements.
- Parking areas and structures, including the number and layout of standard spaces, standard parking dimensions, two-foot overhang, if applicable, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas
- Location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions
- Location of off-street loading areas, dumpsters, and trash compactors with height and material of screening
- Proposed dedications and reservations of land for public use including but limited to: rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification
- Landscape islands with dimensions of the width for islands along a main driveway
- Landscape buffers with dimensions
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development easement requirements
- Identify vegetation and sensitive areas
- Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Department approval
- Plan is consistent with zoning, overlay districts, heritage designations, and/or specific use permits approved for site.

- Town of Addison site plan notes:
  1. Any revision to this plan will require Town approval and will require revisions to any corresponding plans to avoid conflicts between plans.
  2. Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
  3. Buildings with an aggregate sum of 5,000 square feet or greater on a lot shall have automatic fire sprinklers installed throughout all structures. Alternative fire protection measures may be approved by the Fire Department.
  4. All signage is subject to Town approval.
  5. All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval.

**ENGINEERING**

- Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less, referenced to sea level datum
- Natural features including tree masses and anticipated tree loss, flood plains, drainage ways and creeks
- Proposed reclamation of floodplain area(s), if applicable, with acreage
- FEMA 100-year floodplain with elevation. Include finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site"
- Proposed detention areas (note easement)
- 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
- Water and sewer connections, meter locations, sizes, and meter and/or double check detector assembly vaults indicated
- Water Meter Table: shows the number of water meters by size and note if they are existing or proposed
- Inlets, culverts and other drainage structures on-site and immediately adjacent to the site

**TRAFFIC**

- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space),
- Existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets

**OTHER**

Other plans which are required to be submitted with a Site Plan:

- Construction plans
- Landscape plans (including screening plans)
- Facade Plan
- Final Plat/Replat/Conveyance Plat, if applicable
- Flood study, if applicable
- Traffic Impact Analysis if required (see Engineering Standards for TIA criteria)
- Any necessary offsite easements
- Other approvals as required by ordinance or resolution
- Include Note:

This plan conforms with design standards included in the Town of Addison Transportation Plan, Water System Requirements, Waste Water System Requirements, and Drainage Criteria Manual.

**Preparer's Name:** \_\_\_\_\_

**Preparer's Signature:** \_\_\_\_\_