



Site Plan Submittal Checklist

	APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT →	INITIALS
a)	<p style="color: red;">When required by Article 13.6.C of the Unified Development Code no building permit may be issued until site plan approval has been granted. In addition, all other requirements of all other applicable City codes must be met. Site plan review and approval by the Planning Commission is required for the following:</p> <ol style="list-style-type: none"> <li style="color: red;">1. New townhouse, multi-family, all types of non-residential, and mixed-use development construction. <li style="color: red;">2. Additions to townhouse, multi-family, non-residential, and mixed-use development that increase the gross floor area by 3,000 square feet or more. <li style="color: red;">3. Parking lots of 10 or more spaces. <li style="color: red;">4. Drive-through facilities. <li style="color: red;">5. Changes to vehicle ingress or egress for existing residential subdivisions, townhouse, multi-family, nonresidential, and mixed-use development. 	
b)	A pre-application meeting with City staff is recommended, but not mandatory.	
c)	A concept plan application is highly recommended before proceeding to site plan approval, but is not required.	
	For a Site Plan request, the following items shall be provided:	
	General Requirements	
1	Name, address, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project	
2	Name, address, phone numbers of owner(s), developer(s), and representatives	
3	North arrow, scale, date of preparation, zoning classification, map/parcel numbers, total acreage, and proposed use	
4	Title block located in the lower right-hand corner indicating the name and type of project, scale, firm/individual preparing drawing, date, and revisions	
5	Legend containing all symbols and lines shown in the drawing	
6	A vicinity map of the project with a radius of 1.5 miles from the project, any Major Thoroughfare Plan streets, and the 100-year floodplain boundary	
7	The location of all existing structures on the property	

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8	Site coverage note indicating the percentage of the site that is currently covered by impervious surface	
9	Title, name, address, stamp, and signature of the design professional(s) licensed to prepare the required plans and plats	
10	The current date of the Unified Development Code in effect at the time of submittal	
11	Demonstrate compliance with Ordinance 25-29	
	Buildings & Structures	
1	Representative samples of elevations for different models or buildings to illustrate the variety and quality to be provided.	
2	Building Elevations that provide four-sided architecture and external materials (facades and roofing). Provide and label all façade and roofing materials and colors.	
3	Show that mechanical equipment is fully screened by parapet walls if roofed or mounted or by landscaping and/or screening walls/fences if ground mounted.	
	Floodplain/Floodways/Wetlands	
1	Show 100-year floodplain and/or floodway and base flood elevations. Reference the FIRM panel number and effective date	
2	Note and delineate wetlands on the property	
3	Existing and proposed topographic information with source of information noted	
4	Show stream buffers	
5	Plans showing the nature, location, dimensions, and elevation of any part of the property within a flood prone area; existing or proposed structures or building sites, fill storage of materials and flood proofing measures; the relationship of the above to the location of the stream channel, floodway, floodway fringe, regulatory flood elevations, and the regulatory flood protection elevation; and specifications for building construction and materials, flood proofing, filling, dredging, grading, storage of materials, water supply, and sanitary facilities	

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6	Any work in a flood plain requires a flood plain development permit.	
7	Provide Spring Hill Bike and Greenway Plan into development.	
	Tree Protection and Landscaping	
1	Delineate trees to be retained on-site and the measures to be implemented for their protection	
2	Depict the limits of soil disturbance to include all areas to be graded both on- and offsite	
3	Landscaping proposals for parking lots, streets, greenspace, and required screening or buffer yards, including proposed plant size and species. Show existing and proposed utility lines, and state the method for irrigation.	
	Utilities, Existing	
1	Approved Utility flow and capacity analysis	
2	Show, note, and dimension all known existing on- and off-site utilities and easements	
3	Show invert and rim elevations of all existing sanitary sewer, stormwater drains, and fire hydrants	
4	Existing easements shall show the name of the easement holder and the purpose of the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be added to the plat/plan	
	Streets/Rights-Of-Way/Easements	
1	A traffic impact study	
2	Delineate, label, and dimension from centerline existing street right-of-way (ROW) lines and Major Thoroughfare Plan ROW lines	
3	Show the location, widths, grades, and names of existing streets, alleys, paths, and other ROW, whether public or private, within and adjacent to the project	

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4	Provide a layout of adjoining property in sufficient detail to show the effect of proposed and existing streets (including those in the Major Thoroughfare Plan), adjoining lots, and off-site easements	
5	Provide Spring Hill Bike and Greenway Plan into development.	
	Site Information	
1	Identify the location of known existing or abandoned water wells, sumps, cesspools, springs, streams, bodies of water, water impoundments, and underground structures within the project	
2	Show the location of known existing or proposed ground leases or access agreements (shared parking lots, drives, etcetera)	
3	The location of any potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas, and any means of mitigating hazards	
4	For residential development, indicate the use and list in a table the number of dwelling units	
5	For non-residential development, indicate the gross floor area and all proposed uses generally	
6	Show location and size of existing or proposed monument signs, if any	
7	Show general location and size of parking, loading areas, and traffic flow	
8	Show location, size, and construction details of parking and loading areas	
9	Show the location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow. Include a table showing the required, provided, and handicapped accessible parking spaces	
10	Show location and width of curb cuts and driveways. Dimension driveways and curb cuts from side property lines and surrounding intersections	
11	Show location and dimensions of buffer strips, fences, or walls, if required	
12	Indicate location of and access to solid waste service	
13	Provide a description of commonly held areas, if applicable	

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14	Show required building setbacks. Provide a note of the current setback requirements for the property/project	
15	Show location of adjacent parks, cemeteries, structures, development, and historically significant properties, as identified on the City's GIS software, within 300' of the subject property. If the subject property is within 300' of a historically significant property, then a review by the Historic Commission is required.	
16	Show location and dimensions of all property proposed to be set aside for park, playground, or other public/private use, with designation of the purpose and conditions of use	
17	Any other data or reports as deemed necessary for project review by the Planning Director or Planning Commission	

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