



BUILDING ADDITION - SITE ALTERATION CHECKLIST MUNICIPAL PLANNING COMMISSION

A site development plan is required to be prepared by persons professionally qualified to do such work and submitted as part of this review. The following information shall be included with the Building Addition – Site Alteration Application.

Site Plan:

- _____ Name of Development
- _____ Name & Address of Developer and Owner (If Different)
- _____ North Arrow, Date and Number of Sheets
- _____ Scale 1" = 50' or Larger
- _____ Proposed Building Setback(s)
- _____ Existing Building Setback(s)
- _____ Size, location & type of vehicular ingress & egress for site & existing drives adjacent within 50' of the site
- _____ Size, location & type of pedestrian access
- _____ Location & dimensions of all parking spaces & bays, dock & loading spaces
- _____ Parking Analysis (number of parking spaces required/ provided)
- _____ Location, name & dimensions of all Right-of-Ways & Easements
- _____ Provisions for Storm Water Management
- _____ Location & height of fences, walls, or screening
- _____ Location and screening of refuse pad(s)
- _____ Exterior Lighting Plan
- _____ Landscape/Tree Management Plan (Including Plant List, Sizes & Quantities)
- _____ Location & type of buffers

Architectural Plan:

- _____ Building Elevations showing architectural style & roof mounted HVAC units
- _____ Building height
- _____ Number of floors and total area
- _____ Floor Plan
- _____ Building Material List including size, type & color
- _____ Building materials on sample board & color rendering
- _____ Photographs of existing & adjacent buildings

Miscellaneous Documents:

- _____ Trip Generation Study