



Site Plan Submittal Checklist

Site Plan approval is required prior to making application for a building permit.

Site Plan submittals shall include the following information and contents:

- ☐ **Application.** The Development Services Application, filled out completely, with all associated signatures.
- ☐ **Letter of Intent.** A letter of intent is required and shall specify proposed uses and include information on any special operations (e.g. Office/Warehouse building with printing and laminating facilities). It shall state the square footage of the proposed building, the acreage and general location of the subject property, its existing zoning, and any other information and special considerations the applicant believes pertinent.
- ☐ **Plans.** Site Plan review generally comprises of four (4) items:
 - 1. Site Plan
 - 2. Landscape Plan
 - 3. Building Elevations
 - 4. Preliminary Civil Plans (as determined by the City Engineer)
- ☐ **Copies.** Three (3) 24" x 36" copies and one (1) 11" x 17" reduction copy of all plans. An electronic copy shall also be submitted, and at least 1 copy of the building elevations shall be in color.
- ☐ **Standard Notations.** The following standard notations shall be placed on the Site Plan:
 - 1. All signage is approved via a separate permit through the Building Safety division.
 - 2. All lighting shall comply with the zoning ordinance.
 - 3. Any alteration to the site plan, including building elevation and landscape substitutions, require Town approval through a revised plan, stamped by Staff.

** This brochure is intended to assist developers and design professionals in the preparation of submittals for development review; however, it is not intended to function as an all-inclusive list.*