

APPENDIX C
REQUIREMENTS FOR SITE PLAN SUBMISSION
(Excludes Residential)

A. General Rules for Mapping and Graphics:

1. All maps and graphics shall be dated and drawn to scale and the scale shall be a maximum of 1" = 40';
2. Prints may be blueline or blackline, and map size shall be 24"x36".

B. Include the following for all major and minor site plans:

1. A title block showing the name, address, telephone and fax numbers of the developer and designer, North arrow, and scale of drawings;
2. A map of the entire tract, including the boundary of the entire tract by courses and distances with references to true meridian and the location and dimension of all onsite and adjacent offsite easements, including but not limited to drainage, utility, public access, aerial utility, and permanent and temporary construction easements;
3. The location and dimension(s) of all existing and proposed building(s) on the site. Show the finished floor elevations for the existing building(s) and the proposed floor grades, including basement, for each floor of the proposed building(s), if applicable;
4. The location and dimension(s) of all proposed or existing impervious surfaces on site including but not limited to driveways, sidewalks, parking Lots, loading and other vehicle use areas, and curb and median cuts;
5. Property numbers of adjacent properties and proposed addresses and street names;
6. Indicate front, side, and rear setbacks for all existing and proposed structures;
7. Provide a listing of the following data:
 - (a) Owner of the tract;
 - (b) Zoning of the tract;
 - (c) Area of the tract;
 - (d) Existing and proposed gross square footage of building;
 - (e) Amount of square footage utilized in vehicle use areas;
 - (f) Number of parking spaces proposed and required;
 - (g) Number of handicapped parking spaces proposed and required;
 - (h) Required and proposed minimum landscape area square footage;
 - (i) Location of dumpsters and temporary toilets;
 - (j) Residential uses: indicate maximum density allowed and the proposed density;
 - (k) Indicate the amount of impervious area proposed;

- (l) Indicate the proposed linear footage of roads;
- (m) The conditional-use zoning conditions, if applicable;
- (n) Show locations, size and configuration of common open space for residential development, if applicable.

8. Indicate the owner, current zoning and present use of all contiguous properties (including property on the opposite side of adjoining streets);
9. Indicate location and method of screening of all existing/proposed propane tanks, HVAC and mechanical systems;
10. Indicate dimensions and method of screening of dumpsters and recycling stations, if required. Label the intended use of the recycling station, if required;
11. Proposed elevations at control points such as driveways, ramps, etc.;
12. Vicinity map showing location of tract at scale of not less than one (1) inch equals five hundred (500) feet;
13. An engineering analysis of the provisions for the adequate disposition of natural and stormwater in accordance with the design criteria and standards of the Village indicating location, sizes, types, and grades of ditches, catch basins and pipes, connections to existing drainage, and an erosion control plan. Include the density and impervious surface calculations required by the Watershed Protection Overlay District;
14. Submit drawings of building elevations showing the proposed exterior building materials and colors, height of proposed building, number of stories, and grade of each story, including basement, height and location;
15. Provide a topographic survey of the site certified by a registered land surveyor showing existing site features, existing contour lines at a minimum interval of two (2) feet that are field verified, all proposed contours: and U.S. Coast and Geodetic survey datum used for all elevations shown and showing location and elevation of benchmark used;
16. Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of or record of the last instrument in the chain of title;
17. Plan of each floor of parking garage, if applicable;
18. Utility plan showing the sizes, composition and location of all existing underground utilities such as water, sanitary sewer, gas, electric, and telephone cables, fire protection infrastructure, etc. both within the property and in adjacent streets;
19. Show all road improvements required in conformance with thoroughfare plan,

including any right-of-way dedications and traffic control devices:

20. Submit a plan showing the location for all outdoor lighting with illumination levels as they affect adjacent property;
21. Submit a plan showing the location and design of all landscaping improvements and landscape preservation areas;
22. Submit a plan showing the location and design of all proposed signage;
23. A traffic analysis shall be submitted with each proposed site plan;
24. Approved street names and property numbers;
25. The same information for onsite water and/or septic systems as required for Preliminary subdivisions.
26. Any other information the Administrator may deem necessary to determine compliance with this Ordinance.

C. Number and type of plans to be submitted:

1. For initial review by Administrator: 3 prints 1 digital copy
2. For review by the Planning Board: 7 prints
3. For review by the Village Council: 5 prints
4. For Village File after approval: 1 reproducible copy and one digital copy in pdf format.