



# SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

\*This checklist is not inclusive of all Town Ordinances and Standards.  
Page 1 of 3

## GENERAL

- |                                   |                              |  |
|-----------------------------------|------------------------------|--|
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>1.</b> Site boundaries, bearings and dimensions, lot lines, site acreage and square footage. Show entire site.  |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>2.</b> Location map, north arrow, scale (1" = 30' or larger), 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, Street Address, space for Town Project Number (to be provided at time of submittal), and preparation date.   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>3.</b> Design professional seal with signature and date of signing.   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>4.</b> Name, address and phone number, and email of owner, applicant, and design professionals (surveyor, engineer, architect).   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>5.</b> Legend (if abbreviations or symbols are used)  |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>6.</b> Provide the following notes on the Site Plan: <ul style="list-style-type: none"><li>a. "Any revision to this plan will require Town approval and will require revisions to any corresponding plans to avoid conflicts between plans."</li><li>b. "Open storage, where permitted, shall be screened in accordance with Town regulations."</li><li>c. "Buildings with an aggregate sum of 0 square feet or greater on a lot shall have an automatic fire sprinkler system installed throughout all structures. Alternative fire protection measures may be approved by the Fire Marshal."</li><li>d. "All signage is subject to Town approval via a Sign Permit."</li><li>e. "All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval."</li><li>f. "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."</li></ul> |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>7.</b> Site data information (including but not limited to): <ul style="list-style-type: none"><li>a. Existing Zoning</li><li>b. Proposed Zoning</li><li>c. Proposed Use</li><li>d. Lot Area (square footage and acreage)</li><li>e. Building Area (gross square footage)</li><li>f. Building Height (feet and number of stories)</li><li>g. Lot Coverage</li><li>h. Total Parking Required (with ratio)</li><li>i. Total Parking Provided</li><li>j. Total Handicap Parking Provided</li><li>k. Note: "Handicap parking is provided in accordance with ADA standards."</li><li>l. Open Space Required (percentage)</li><li>m. Open Space Provided (percentage)</li><li>n. Total Impervious Surface (square footage)</li></ul>  |



# SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

\*This checklist is not inclusive of all Town Ordinances and Standards.

Page 2 of 3

## SITE PLAN REQUIREMENTS (IF APPLICABLE)

- |                                   |                              |   |
|-----------------------------------|------------------------------|---|
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>8.</b> Number of dwelling units by type and number of bedrooms.  |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>9.</b> Existing and proposed improvements within 100 feet of the subject property.   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>10.</b> Identify properties adjacent to the subject property by subdivision name, zoning, and land use description.  |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>11.</b> Existing and proposed buildings. Identify building location, size and dimensions, finished floor elevation, density, height, distance between buildings, building lines, and setbacks, and use.  |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>12.</b> Existing and proposed easements (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and detention). Depict existing and proposed franchise utility easements.                                 |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>13.</b> Parking areas and structures, including the number and layout of standard spaces, standard parking dimensions, curb or wheel stops, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas. |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>14.</b> Location of ramps, crosswalks, sidewalks, and barrier free ramps with dimensions.  |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>15.</b> Location of off-street loading areas, dumpsters, and trash compactors with height and material of screening.   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>16.</b> Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, floodplains, and facility sites with gross and net acreage.                      |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>17.</b> Screening walls, fences, living screens, retaining walls, headlight screening, and service area screening. Include height and type of construction and/or planting specifications.   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>18.</b> Landscape islands with dimensions.   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>19.</b> Landscape buffers with dimensions.   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>20.</b> Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Marshal approval.  |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>21.</b> Plan must be consistent with all zoning, overlay districts, and/or specific use permits for the site.  |

## ENGINEERING

- |                                   |                              |   |
|-----------------------------------|------------------------------|---|
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>22.</b> Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less, referenced to sea level datum.   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>23.</b> Natural features including tree masses and anticipated tree loss, floodplains, drainage ways and creeks.   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>24.</b> Proposed reclamation of floodplain area(s) with acreage.   |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>25.</b> 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". |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | <b>26.</b> Proposed detention areas (identify easement(s)).   |



# SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

\*This checklist is not inclusive of all Town Ordinances and Standards.  
Page 3 of 3

- 
- Complete    N/A   **27.** Water and sanitary sewer mains and service lines with size, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified.
- 
- Complete    N/A   **28.** Water and sewer connections, meter locations, sizes, and meter and/or double check detector assembly vaults indicated.
- 
- Complete    N/A   **29.** Water Meter Table: Show the number of water meters by size and note if they are existing or proposed.
- 
- Complete    N/A   **30.** Inlets, culverts, and other drainage structures on-site and immediately adjacent to the site.

## TRAFFIC

- 
- Complete    N/A   **31.** Public streets, private drives, and fire lanes with pavement widths, right of way, median openings, and turn lanes (including storage and transition space).
- 
- Complete    N/A   **32.** Existing and proposed driveways on site and adjacent properties and driveways shown on approved plans for adjacent properties with dimensions, radii, and surface type.
- 
- Complete    N/A   **33.** Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.
- 
- Complete    N/A   **34.** Traffic Impact Analysis (if required, see Engineering Standards for TIA criteria).

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

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