

VILLAGE OF HOWARD CITY SITE PLAN REVIEW CHECKLIST

All site plans shall contain the following information so the Planning Commission can adequately review the proposed use or activity. The type or level of information may vary depending upon the scale, scope, or nature of the request. The information shall be presented in sufficient detail to describe adequate dimensions to show the size and placement of all proposed structures, and adequate contour elevations to determine the existing and proposed configuration of the site for engineering purposes. The information shall also be provided in sufficient detail to determine the demand on the capacities of public services and facilities.

REQUIRED SITE PLAN INFORMATION:

- Small-scale sketch of properties, streets and use of land within one quarter (1/4) mile of the subject property.
- A site plan at a scale of not more than one (1) inch equals one hundred (100) feet (1" = 100') showing the existing and proposed arrangement of:
 - Existing adjacent streets and proposed streets and existing curb cuts within one Hundred (100) feet of the property.
 - All lot lines with dimensions.
 - Parking lots and access points
 - Proposed buffer strips, fencing or screening
 - Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, flood plains, hills, and similar natural assets.
- Location of any signs not attached to the building
- Existing and proposed buildings, including existing buildings or structures within one hundred (100) feet of the boundaries of the property.
- General topographical features including existing contours at intervals no greater than two (2) feet.
- Number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
- Dwelling unit densities by type, if applicable.
- Proposed method of providing sewer and water service, as well as other public and private utilities.
- Proposed method of providing storm drainage.
- Written description of the computation for required parking.
- Name, address, and phone number of the applicant.
- Name, address, phone number, and professional seal of the individual responsible for preparing the plan.

REQUIRED NARRATIVE

A narrative shall be provided (either on the site plan or submitted separately) which contains the following information:

- The owner and applicant's name and address.

- ❑ The name, address and phone number of the individual who prepared the plan, and the date of preparation.
- ❑ The common description and complete legal description of the property.
- ❑ The approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
- ❑ Dwelling unit densities by type, if applicable.
- ❑ A development and construction schedule indicating the intended date(s) for commencement of construction of all or portions or phases of the project.
- ❑ Deed restrictions or other covenants affecting the land.
- ❑ Proposed method of providing sewer and water service, as well as other public and private utilities.
- ❑ Proposed method of providing storm drainage.
- ❑ Permits and/or approvals required by state, federal, county, or other local agencies.

OTHER INFORMATION

Any additional information that is deemed by the Planning Commission to be reasonably necessary to adequately evaluate the proposed use or activity and its effects on the City, including, without limitation, additional studies (e.g. traffic impact analysis, impacts on natural features and drainage, soil tests), graphics (e.g. aerial photography), or written materials.