

Chesterfield County Planning Department Site Plan Checklist

(updated 3/2/18)

This checklist is designed to assist consultants as well as Planning Department review staff. The checklist begins with the most important information needed to correctly design (or review) a site. By completing these items in the following order, the consultant and the review staff will insure that the proposed site plan meets the correct design standards with minimal mistakes and rework. If there are any questions, please refer to the Zoning Ordinance sections noted with each item or call any of our review team listed at the end of this checklist.

A. ZONING DISTRICTS AND USES:

Specify the zoning district for the site and any zoning case(s) that established the zoning for the site.
[Sec. 19.1-27.F]

Specify the permitted uses you propose for your site (as identified in the zoning district or in the zoning case for the site). [Sec. 19.1-27.F and Table 19.1-52.A]

Specify any proposed restricted uses as allowed by the zoning district and make sure restrictions are met on the plan. [Sec. 19.1-53]

Make sure that the “Required Conditions” (as specified at the end of each zoning district in the Ordinance) are being met for the uses allowed.

If a use includes on-premises consumption of alcohol, verify that the use limitations are met for separation from public schools listed in Sec. 19.1-52.2.

Show on the plans all adjacent properties with owner names, zoning, and current uses.
[Sec. 19.1-27.F]

B. DEVELOPMENT AREAS & DESIGN DISTRICTS OF THE COUNTY:

The development standards you use for your site are largely based upon the requirements listed for the specific design district and/or the special design district of the County.

C. SETBACKS AND BUFFERS:

Identify the building, driveway and parking setbacks for front, side, and rear yards, and label them on the plan along with any required landscape standard to be applied through the development of the landscape plan. [Sec. 19.1-27.F]

Label on the plan any setback exceptions allowed by a variance, zoning case, or by setback averaging along a major arterial street per Sec. 19.1-316.

Per Sec. 19.1-202, label any vacant agricultural zoned property adjacent to your site, and list the Comprehensive Plan designation for the property. Setback and buffer reductions are allowed if the Comprehensive Plan designation is for non-residential uses.

Per Sec. 19.1-316.D, identify the use on any A, R, R-TH, MH and R-MF zoned property adjacent to your site that is fully non-residential. Nonresidential uses (without time limits) on these properties enable you to use development standards on your site as though the adjacent property is zoned office or commercial.

Make sure specified setbacks for certain uses are being met as follows:

- a. uses without buildings per Sec. 19.1-208.D
- b. solid waste storage areas per Sec. 19.1-206
- c. cemeteries and graveyards per Sec. 19.1-208.E
- d. retaining walls per Sec. 19.1-320 (retaining walls use same setbacks as required for drives and parking per Sec. 19-570.1(c), and may increase when landscaping is required to insure 10 feet of planting area free from easements, utilities, or other encumbrances that might prevent the installation of required landscaping.)
- e. outdoor recreational playfields, grounds and facilities per Sec. 19.1-316.E

Per Sec. 19.1-208.J, setbacks are measured from project boundaries and not from shared internal property lines for projects in O, C, and I Districts. This means no internal setbacks within projects.

Per Sec. 19.1-208.B, make sure all setbacks from public roads are measured from the ultimate right of way. Label the existing right of way and the ultimate right of way on all public roads on the site plan, even if the ultimate and existing right of way is the same. (Exception given in 19-208.B for parts of Route 360 and Route 10.)

Per Sec. 19.1-570, make sure that on corner lots, the front setback is measured along the shorter street side. This also determines the location of the rear yard, which has a greater depth than the side yard.that has a greater depth than a side yard.

Sec. 19.0-209 lists setback exemptions for parts of buildings, structures, and uses.

Side and rear yard setbacks increase by one (1) foot for each foot that a building or structure exceeds a height of 45 feet in an Emerging Growth Design District per Sec. 19.1-342 and in a Post Development Design District per Sec. 19.1-347.

Be aware that setbacks increase for Industrial (I) Districts in nearly all areas of the County. Check specific requirements for each design district.

Be aware that setbacks can be listed under the “Required Conditions” or as a restriction for a use in “Uses permitted with certain restrictions” within specific zoning districts such as but not limited to R-MF, O-1 and O-2, C-1 thru C-5, and I-3.

Per Sec. 19.1-316.B, there are no setback requirements from a railroad right of way.

Per Sec. 19.1-262,3 show the buffers that apply on sites zoned O (Office) or C (Commercial) when adjacent to R, R-TH, R-MF, and MH Districts and vacant A Districts when the Comprehensive Plan designates the property for a residential use. Show the required buffers for I (Industrial) zoned property adjacent to R, R-TH, R-MF, and MH Districts and any A District that has a residential use on it or the property is vacant and the Comprehensive Plan designates the property for a residential use.

Note: Jefferson Davis Highway Design District buffers in Table 19.1-263.A.1.b
 Ettrick Village District – no buffers required per Sec. 19.1-263.A.1.
 Buffer Waivers or Modifications – See Sec. 19.1-264.A

Per Sec. 19.1-262.A.3, split zoned lots are allowed to use that portion of the lot zoned A, R, R-TH, or R-MF as part of or all of the required buffer when the buffer is designated in a perpetual easement and recorded with the County Clerk and included with an electronic submission of plans to the County prior to a land disturbance permit.

Per Sec. 19.1-247.A.1, grading within front setbacks and buffers that impacts existing vegetation is not allowed except as specified in this section.

Per Sec. 19.1-262.B, uses in buffers are limited to landscaping and screening, signs, security fencing, utilities that run perpendicular through the buffer, pedestrian walkways, and similar uses as approved through site or schematic plan review.

D. PARKING AND SIDEWALKS:

Per Sec's. 19.1-235 & 236, show your calculation for the required number of parking spaces for all uses on the site.

Note: Check with site plan review staff if your use is not listed in Table 19.1-236.A. Uses that clearly operate on different schedules for parking needs may share a parking area and receive a reduction in required parking spaces when approved through schematic or site plan review and that show sufficient pedestrian access to the uses.

Show the total number of parking spaces provided on the site plan per Table 19.1-236.A.

Show the total required and total provided handicap parking spaces.

Show location and dimensions of handicap parking spaces and pedestrian access aisles. Parking spaces are to be located as close to the main building entrance as possible. Show connection of handicap

access aisles to sidewalks.

Install bumper blocks at ends of parking spaces between handicap access aisle and entrance to building so that cars do not encroach into handicap pedestrian path.

Show location and details of handicap parking signage.

Per Sec. 19.0-238.A.2, show paved parking spaces as nine (9) by eighteen (18) feet, legibly striped with 4 inch white lines, and gravel parking spaces as ten (10) by twenty (20) feet delineated by locations of bumper blocks. Parallel parking spaces shall be 7 feet wide and 22 feet long.

Show dimensions of all driveways. Use Table 19.1-238.C for widths of driveways under various parking scenarios. Note that driveway widths without parking on either side are reduced to 22 feet wide when serving 16-30 parking spaces and only 20 feet wide when serving 15 or fewer parking spaces.

Per Sec. 19.1-235.B, areas of parking off-site from the use they serve shall be zoned to permit the use that the parking serves. The owner of the use seeking approval for off site parking shall obtain a long term lease acceptable to the Planning Department and record it with the circuit court clerk.

Per Table 19.1-236.A, Note 4, parking within a garage or covered space may be counted toward parking requirements for residential uses. Conversion of such garage or covered space is prohibited unless sufficient off-street parking is provided.

Exceptional development standards for parking:
Table 19.1-236.A. Jeff Davis Hwy Corridor: 4.4 spaces/1000 s.f.

A. On site sidewalks connecting to street walkways reduce parking by ten percent. Certain uses in village districts have reduced parking ratios

B. Ettrick Village exempts certain uses from parking

C. On street parking counts toward off street parking required.

D. Sidewalks connecting to street walkways reduce parking by 10%

Access requirements between adjoining properties is specified as follows:

Per Sec. 19.1-382.C.2, Rt. 10 Corridor East – vehicular access required between adjoining properties.

Per Sec. 19.1-366.C.2, Enon Core District – vehicular access required between adjoining properties.

Per Sec. 19.1-231, In all other areas of the County, Director of Transportation may require direct and convenient access between properties.

Per Sec. 19.1-53, parking of recreational equipment is prohibited in R-TH, R-MF, and TND Districts unless a common storage area is provided that is screened from view, and spaces are not counted as any of the total required parking for the other uses on site.

Per Sec. 19.1-253.B, parking lots must be designed to include 30 s. f. of interior parking lot landscaping for each parking space. Provide a calculation for the total number of parking spaces times 30 s.f. to determine total landscape area within parking lot. (Example: 100 parking spaces x 30 s.f. = 3000 s.f. landscape area in parking lot)

Per Sec. 19.1-253.C, the total number of trees in a parking lot shall be 1 per 200 s.f. of landscape area in the parking lot. Show the calculation for total number of trees. (Example: 3000 s.f. landscape area divided by 200 s.f. per tree = 15 trees)

Per Sec. 19.1-253.C, at least 50% of the trees shall be large maturing trees that are in islands with a minimum width of 15 feet and 250 s.f. in size. Small maturing trees shall be in islands with a minimum width of 9 feet and be 150 s.f. in size.

Per Sec. 19.1-253.A. & B., the location of parking lot landscape islands shall be dispersed so as to break up the expanse of parking areas. The County encourages continuous planting islands rather than having many individual islands by allowing planting islands at least 65 feet in length to be only 9 feet wide for large

maturing trees. This is the most efficient and effective way to include trees into parking areas.

Per the International Fire Code, Federal regulations for high voltage transmission lines, the County CPTED Policy, and County Ordinance Sec. 19-517(b), the design of parking areas shall fully consider and plan to minimize potential conflicts between maturing landscaping and the visibility and access to fire hydrants, clearances to high power transmission lines, site lighting, and visibility for motorists exiting parking rows. Site layout shall be checked to determine that sufficient internal parking lot planting area exists to meet the requirements of Sec. 19-519 excluding islands with fire hydrants and related utility boxes, and conflicts with overhead power lines and site lighting. Review staff may require a separate sheet documenting sizes of proposed islands and other internal green spaces within parking lots.

Per Sec. 19.1-253.C, Best Management Practice (BMP) bio-retention basins in parking lot islands are encouraged by allowing trees used in these islands to be counted toward parking lot landscaping requirements and to remove the requirement for irrigation in these parking lot areas.

Show pavement design detail. Per Sec. 19.1-238D. parking spaces shall be paved with concrete or asphalt or other similar durable materials such as pavers. Per 19.1-238(D)(2), customer and employee parking and drives in I-2 and I-3 Districts may be surfaced with a minimum of triple shot tar and gravel. Per 19.1-238(D)(1), parking areas in all districts for four spaces or less shall have a minimum surface of six inches of 21 or 21A stone.

Per Sec. 19.1-231.F, pedestrian access shall connect uses within individual developments and extend to adjacent properties. Pedestrian access allows a reduction in parking standards in Village Districts and in the Jefferson Davis Highway Corridor.

E. BIKEWAYS:

Check the 'Bike Trail Plan' layer in GIS or view the Bikeways and Trails map in the comprehensive plan, chapter 14, to see if a bikeway or trail is proposed on or adjacent to the subject parcel. If a bikeway or trail is proposed on the subject parcel, then site development shall include construction of the bikeway or trail.

Bikeways, along with roads, parking, buildings, and pedestrian access shall be included on site plans where applicable. 19.1-27.F

Linear footage of bikeways and trails provided shall be listed in the site data on the cover sheet of the site plan.

For a development that requires site plan or lot subdivision plat approval, bikeways shall be provided in accordance with the Bikeways and Trails Plan of the comprehensive plan and constructed generally as outlined in the Bikeways and Trails Plan Facility Guidance Section of the Bikeways and Trails Chapter of the comprehensive plan unless the director of planning determines that construction of the facility is not feasible due to: topography, environmental constraints, alternative locations or designs accomplish the intent of the comprehensive plan, adverse impact on subject or adjacent development, or cost to maintain bikeway. 19.1-208

In R-MF, MH-1, MH-3, O, C, and on property occupied by non-residential uses in any district, when the ultimate right-of-way is expanded solely to accommodate a bikeway required by Sec. 19.1-208., setbacks shall be measured without including the expanded right-of-way, except that the setback shall not be less than 1 foot from the expanded right-of-way. Landscaping shall be proportionately reduced by the area occupied by the bikeway. 19.1-209.B

On a residential lot adjacent to property occupied by a bikeway required by Sec. 19.1-208, a principal building shall be setback the lesser of the required yard setback or 25 feet. 19.1-209.F

Access plans for arterial and collector roads shall include bikeways. 19.1-231.G.3

Where the number of parking spaces is reduced as provided in Table 19.1-236.A, Note 4, standards related to bicycle storage per Sec. 19.1-239 shall be met. Within a non-residential development adjacent to a bikeway as required by Sec. 19.1-208., the number of parking spaces may be reduced by 1 for each 6 bicycle storage spaces, with a maximum reduction of 3 and provided a minimum of 5 parking spaces shall be provided.

Bikeways are a permitted use in buffers. 19.1-262.B

Between different zoning districts, where a bikeway required by Sec. 19.1-208 is permitted within a buffer, the director of planning may modify buffer treatment requirements so long as the resulting improvements and design meet the purpose and intent of buffers. Table 19.1-263.A.2.a, Note 1 and Table 19.1-263.A.2.b, Note 1

Where right-of-way dedication occurs to accommodate a bikeway required in section 19.1-208., the width of the buffer shall be reduced by the width of the right-of-way necessary to accommodate the bikeway. Table 19.1-263.B.1, Note 2

Where the buffer is reduced to accommodate a bikeway required by Sec. 19.1.208, the required treatment within the buffer shall be likewise reduced or alternative treatment may be approved within the reduced width. 19.1-264.B

Signs as permitted by Sec. 19.1-274 if approved by the Virginia Department of Transportation may be placed within a right-of-way if the right-of-way is expanded solely to accommodate a bikeway required by Sec. 19.1. 208. 19.1-274.A

In R Districts, the required lot area may be reduced by 20 percent when the lot shares a common boundary with a bikeway required by Sec. 19.1-208 constructed in conjunction with the development of the affected lot, and right-of-way in excess of the ultimate right-of-way is dedicated free and unrestricted, to and for Chesterfield County, to accommodate the facility; OR land is dedicated fee simple, to and for Chesterfield County, to accommodate the facility. 19.1-306

Definition of a Bikeway: Improvement specifically designed to accommodate bicycle travel whether within a road, shared use path, trail, or other approved facility. A bikeway may include, or be part of, facilities which also serve pedestrian or other modes of non-motorized transportation. The term bikeway includes associated safety measures such as, but not limited to, signage and road crossings, as well as provisions for maintenance of the facilities. 19.1-570

Definition of a Pedestrian Way: Circulation system designed to be used primarily by pedestrians. 19.1-570

Definition of a Shared Use Path: A form of infrastructure separated from motor vehicle traffic that supports multiple modes of transportation such as bicycles, wheelchairs, pedestrians, and other non-motorized forms of transportation. 19.1-570

F. LOADING AREAS:

Per Sec. 19.1-318, sites shall be designed and buildings oriented so that loading areas are screened from view of adjacent properties where such a use is not permitted, or if zoned A that the designated use in the Comprehensive Plan does not permit loading areas, or from any public right of way except limited access roads.

Per Sec. 19.1-318, views of loading areas visible from limited access roads shall be minimized through site and architectural design, topography, landscaping, setbacks or other features.

Per Sec. 19.1-318, in I-2 and I-3 Districts, loading areas need not be screened from view of any I-2 or I-3 District or from any public right of way that is not intended to accommodate through traffic movements now or in the future.

Loading areas shall be paved with concrete or asphalt except in I-2 and I-3 Districts where loading areas shall have a minimum surface of six inches of 21 or 21A stone. (old ordinance requirement)

G. OUTSIDE STORAGE AREAS & OUTSIDE DISPLAY:

Per Sec. 19.1-53, outside storage shall be screened from view of adjacent properties on which outside storage is not permitted, from property zoned A and is designated by the Comprehensive Plan for R, R-TH, R-MF, A, O MH or I-1 Districts, and from public rights of way except from limited access roads.

Per Sec. 19.1-53, views of outside storage visible from limited access roads shall be minimized through site and architectural design, topography, landscaping, setbacks or other features.

Per Sec. 19.1-53, in I-2 and I-3 Districts, outside storage areas need not be screened from view of any I-2 or I-3 District or from any public right of way that is not intended to accommodate through traffic movements now or in the future.

Per Sec. 19-575, outside storage includes, but is not limited to, parking of all company-owned and-operated vehicles, with the exception of passenger vehicles and trucks designed such that the cargo area may be accessed from the driver's seat without existing the cab.

Per Sec. 19-301, the definition for 'Storage area, outside' includes but is not limited to, areas used to keep equipment, aboveground storage tanks, supplies, vehicles for repair of body or engine damage or goods for sale whereby such materials remain outside on a continuing basis.

Note: Outside storage area shall not include outside display and continuous outside display as allowed under C-2 through C-5 zoning districts.

- Per Sec. 19-301, outside display is defined as any area used for, but not limited to, the display of equipment, supplies or other goods for sale whereby such materials are only displayed outside for a portion of any 24-hour day.
- Continuous outside display allows 24/7 display of merchandise for sale as long as (1) it is situated under a covered pedestrian way not exceeding 16 feet in depth in front of the commercial facility selling the merchandise; (2) the display area does not exceed more than five percent of the gross floor area of the principal use; and (3) the merchandise does not obstruct pedestrian access.

H. LANDSCAPING:

(Note: Reference Sec. C – Setbacks and Buffers – review comment 1 prior to developing the landscape plan. County standards for landscaping shall be labeled on the site plan within the setback and buffer areas.)

Per Sec. 19.1-27.E, the landscape plan shall identify the state registered landscape architect, nurseryman, or landscape designer preparing the plan.

Per Sec. 19.1-246, at least a conceptual landscaping plan shall be approved prior to release of final site plan approval. Whether the plan submitted is a conceptual or detailed landscape plan, the plan shall show the following:

- a. all easements and rights of way, fire hydrant locations, and site lighting locations.

- b. width of perimeter yards and buffers and the Ordinance standard for the planting of each yard and/or buffer – show separate tabular calculation of required and proposed plantings for each yard and/or buffer.
- c. show calculations for planting of interior parking lot areas (see Sec. D - Parking - review comments 15-20).
- d. show BMP areas and address per Sec. 19-518(i) if required to treat as a visual amenity.
- e. if a conceptual plan is submitted, show arrangement of all plants and identify each as large or small deciduous trees, evergreen trees, medium shrubs, and small shrubs/groundcovers. These may be keyed to a conceptual plant list showing these plant types and the quantities of each.
- f. if a detailed landscape plan is submitted, specify the plants and their required sizes for each of the plant types required per Sec. 19-518(b).
- g. show all areas of existing trees to remain and clearly label as such. See Sec. 19-518(d) regarding requirements for tree preservation.
- x. all trees within the setback from a public right of way shall be retained unless removal is necessary to accommodate vehicular access and/or utilities that run generally perpendicular through the setback. These tree save areas shall be shown on the erosion control, grading and landscape plans.
- x. healthy existing trees may be credited toward planting requirements so long as existing vegetation is reasonably distributed throughout the length of the setback area.
- x. removal of existing trees within the setback or buffer without written approval from the planning department shall result in two trees being planting for each tree removed per Sec. 19.1-249 (C)2.
- x. any existing trees in setbacks that are approved for removal shall be shown as such on the erosion control, grading and landscape plans per Sec. 19.1-247(A)1.
- x. per Sec. 19.1-250A., the landscape design shall be required to provide a professionally acceptable composition and mix of vegetation.
- x. per Sec. 19.1-251.B., decorative walls and fences, having a minimum height of 36 inches, may reduce the amount of required plant materials as determined at time of site plan or schematic approval.
- x. provide standard County landscape notes on detailed landscape plan.

x. each review of detailed landscape plans after approval of the site plan incurs a resubmittal fee and is tracked as a site plan review until approved. Approval must be obtained prior to temporary occupancy of the building per Sec. 19.1-246B.

Per Sec. 19.1-249, all landscaped areas shall be provided with a readily available water supply. The County accepts either yard hydrants and/or hose bibs within 100 feet of all new plantings or an irrigation system for all areas of new plantings.

The County also accepts a 3-year continuous maintenance contract with a reputable landscaping maintenance company. Certain areas difficult to serve with water may be planted with drought tolerant native species. Insure water information is supplied on Utility Department meter sizing forms.

Per Sec. 19.1-262.B., the only uses in buffers is landscaping, screening, security fencing, utilities running perpendicular through the buffer, walkways, signs, or similar uses consistent with Sec. 19-520, as approved through schematic or site plan review.

Per Sec. 19.1-320, retaining walls over ten (10) feet in height and within fifty (50) feet of and facing an exterior property line or public right of way requires the planting of additional evergreen trees to break up large expanses of wall.

Per Sec. 19.1-248.B., a form of surety such as a performance bond in an amount equal to 50 percent of the initial installation cost of the landscaping shall be submitted to the planning department prior to the planning department's approval of the occupancy permit or certificate of completion. Within a year of installation and prior to release of the bond, the planning department shall inspect the landscaping. Any plants missing, dead, or in poor condition shall be replaced by the owner or contractor.

I. LIGHTING:

Per Sec. 19.1-205, show on the landscape plan or additionally on a separate lighting plan the location of all exterior site lighting mounted on poles, the building, or on the ground and have them keyed to cut sheets for each light fixture shown on the plan.

Per Sec. 19.1-205, submit a foot-candle output diagram whenever a site is adjacent to a residential district and document that the maximum illumination does not exceed 0.5 foot-candles at the property line with the residential district.

Per Sec. 19.1-205, unless a project is approved for ornamental pedestrian-style lighting, all light fixtures shall be of a directional type that shields the light source from direct view from any adjoining, A, R, R-TH, MH, TND, or R-MF district or public right of way.

Specific lighting requirements occur with the following overlay districts: Route 360 Corridor West Sec. 19.1-390
Employment Center District Sec. 19.1-363C.2.
Special Design Districts Max. height is 20 feet
Chester Village Sec. 19.1-357C.2.

J. ARCHITECTURE;

Per Sec. 19.1-317 A, B, provide 2 copies of renderings/elevations of the buildings with all building materials and colors identified, locations of junction and access boxes shown, and how all mechanical equipment is screened whether it is mounted on the roof or on the ground.

Per Sec. 19.1-317 A, B, for any project with more than one building, the developer shall submit documents that define the overall architectural theme. The theme shall describe how exterior materials, colors, architectural style and building scale shall be used to develop a consistent architectural treatment for the project. Architectural compatibility is required between buildings within the project.

In the following overlay districts, architectural compatibility may also be required between proposed onsite buildings and buildings across a street or within the same block, as determined by the director of planning:

Route 360 corridor east: established commercial –
Sec. 19-585.1(b)

Route 360 corridor east: rural transition – Sec. 19-585.2(c)

Route 360 corridor east: corridor focus – Sec. 19-585.4(b)

Route 360 corridor west – Sec. 19-586.2

Route 10 corridor east – Sec. 19-587.2
 Courthouse Area Design District – Sec. 19-588.2
 Enon Core District – Sec. 19-589.3(b)
 Employment center district – Sec. 19-590.7
 Matoaca Village Core – Sec. 19-611(b)(3)

Per Sec. 19.1-317.C., show that junction and access boxes are either screened or painted to match the building except as allowed in I-2 and I-3 Districts.

Per Sec. 19.1-317.D., mechanical equipment, whether roof-top or ground level, shall be shielded and screened from public view and designed to be perceived as an integral part of the building except as allowed in I-2 and I-3 Districts. Show all units in relief behind parapets and/or walls used for screening to show that units are fully screened.

Specific architectural standards exist in the following Areas and overlay districts:

Route 360 corridor east: rural transition /Sec. 19-582(a)
 Route 360 corridor west /Sec. 19-586(a) & (b)
 Route 10 corridor east /Sec. 19-587.2
 Courthouse Area Design District /Sec. 19-588.1
 Enon Core District /Sec. 19-589.3(a)
 Employment center district /Sec. 19-590.7
 Emerging Growth Area /Sec. 19-598
 Post Development Area /Sec. 19-603
 Ettrick Business Core /Sec. 19-611(a)
 Matoaca Village Core /Sec. 19-611(b)
 All other Village Districts /Sec. 19-611(c)
 Agricultural & residential districts in Village Districts
 Sec. 19-558

GENERAL INFORMATION REQUIRED ON SITE PLAN: Sec. 19.1-27.F.

List the Magisterial District.

Supply owner name, zoning, GPIN, and use if zoning is residential or agricultural.

Show proposed number of stories and heights for buildings.

Provide gross square feet for existing and proposed buildings.

Put the Chesterfield County site plan number (10PR0xxx) in the lower right corner of each sheet.

Put note on plans, “All proposed utilities are to be installed underground including electric, telephone and CATV.”

Put note on plans, “Any sign in excess of eight (8) square feet requires a permit. Permit must be obtained through Building Inspections Department.” If a sign is shown on the site plan, note on plan “Signage contingent upon approval through sign permit review process.”

Insure all proposed and existing improvements read clearly on the plans.

Show horizontal scale on each sheet including a graphic scale.

The first submittal shall include a plan date (month, day & year), and each revised set of plans shall show a revision date.

For apartments, nursing and assisted living facilities, and hotels/motels, provide a total number of dwelling units or guest rooms.

Apartment projects need to list the number of 1, 2 and 3 bedroom units.

Is any outdoor music/outdoor public address or intercom system proposed? Outdoor public address systems are allowed only by Conditional Use, and intercoms are a restricted use beginning in C-2 Districts.

Show any existing and/or proposed gas, power, and telephone lines and easements (if known).

OTHER APPROVALS:

Show location of the roof access
Security camera (if to be used – coordinate with landscape & lighting plan)