

Preliminary Site Plan Checklist

A pre-application conference (PAC) can be used to get feedback on a preliminary site plan. This process allows an applicant to receive constructive comments early in the site planning process so any needed changes can be made prior to final site plan submittal. Please note that the amount and accuracy of feedback provided by staff is directly linked to the amount and quality of information provided on the preliminary site plan. To that end, the following list is the recommended minimum amount of information that should be depicted on a preliminary site plan:

General Information

- Sheet size – 24" X 36" minimum
- Location/key map showing the site and surrounding streets
- Site boundaries, lot lines, phase lines, and site acreage
- Legend (if abbreviated terms are used)
- Gross area of all building(s)
- Proposed use and location of all building(s)
- Building setbacks
- Proposed dedications or reservations of land for public use (right-of-way, parkland, open space, etc.)
- Phase lines (if phasing is proposed)
- Unit density (for residential uses)
- Location and screening method of solid waste container(s)
- Location and width of any proposed buffers

Geography & Storm Drainage

- Existing water courses and wetlands
- 100 year floodplain and floodway (if applicable)
- Proposed location, method, and general size of detention or retention area
- Proposed reclamation of floodplain areas (if applicable)

Streets, Sidewalks, and Parking Area

- Location and width of proposed driveway(s)
- Location of existing driveways (opposite and adjacent)

- Location and width of proposed drive aisles
- Proposed driveway throat depth
- Location and width of proposed sidewalks
- Location of off-street parking spaces
- Total number of off-street parking spaces required and provided
- Location of accessible parking space(s)
- Location and area of parking islands
- Parking setbacks
- Location and width of any proposed security gates

Easements and Utilities

- Existing and proposed easements
- Size and location of proposed utilities
- Location of proposed water meter(s)
- Location of proposed electrical transformer

Fire Protection

- Location of proposed fire line
- Location of existing and proposed fire hydrants
- Proposed location and width of fire lanes (if provided)
- Location of fire department connection (if applicable)

Landscaping

- Conceptual detail of landscaping (including islands, streetscape, and buffers)
- Note indicating whether any existing trees will be protected