



Final Site Plan Checklist

All preliminary application and site plan requirements

Building Department and Department of Public Services Review

- Site engineer plans prepared by a registered civil engineer. Such plans shall be submitted to the Building Code Official for review and recommendation prior to Commission consideration of final site plan approval, and for final review and approval following the granting of final site plan approval by the Common Council. Plans shall include the following:

- A proposed grading and drainage plan. The plan shall show proposed finished floor elevations, finished grades at structures, proposed storm collection system, storm outlet(s), ultimate downstream outlets and, when required, retention/detention basin design calculations. Any areas of filled or reclaimed land shall be identified and all development shall detain storm water so that the runoff from the property does not negatively impact upon adjacent properties or public and private rights-of-way.
- All utilities located on or serving the site, including size of water and sewer lines, proposed hydrants, proposed meter size, and proposed fire suppression line into building. Proposed sanitary leads, disposal systems shall also be shown, as applicable.
- Proposed streets and drives showing type of surfacing, whether public or private, and grade elevations.

Fire Department Review

- Proposed fire lanes and fire lane signs

Police Department Review

- Proposed signs and specifications for control of traffic

Community and Economic Development Department Review

- Seal and signature of registered design professional responsible for preparation of the plans
- Measures to be taken to protect existing on-site trees not proposed for removal as part of the development.



- Landscaping plan showing species, spacing, and size of each tree and plant material and cover.
- Proposed signs for all buildings and uses on site, including character, size, letters, symbols, and lighting.