

Site plan checklist



This checklist provides common requirements for site plans reviewed by the city. Site plans are required for some city reviews, including preliminary development review (PDR).

General

- Drawn to an architectural or engineering scale (must be legible)
- North arrow indicator
- Date the plan was drawn
- All existing and proposed site conditions (including proposed demolition), with clear delineation of existing versus proposed
- Dimensions (length and width) of site features and structures
- Signed survey by a registered surveyor, including existing topography with contours or spot elevations
- Address(es) currently being used for the property and/or structure
- Main entrance of the structure and additional entrances

Site access, infrastructure, and right of way

- Proposed vacations of City right of way
- Existing easements
- Structure encroachments into the right of way (e.g. areaways, balconies, awnings, door swings, stoops, etc.)

Street design, sidewalks, traffic and parking

- All streets, sidewalks and alleys (including existing and proposed curb cuts)
- All applicable City standard plates are included in the site plan
- Maneuvering space: All vehicle parking spaces and loading areas shall have adequate on-site maneuvering space

For reasonable accommodations or alternative formats please contact DEPARTMENT NAME at 612-673-XXXX or via email at DEPARTMENT EMAIL. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para ayuda, llame al 311. Rau kev pab, hu 311. Hadii aad caawimaad u baahantahay, wac 311.

Street design, sidewalks, traffic and parking

- Dimensioned parking spaces for all parking areas used by the property, including handicapped accessible spaces
- Dimensioned loading spaces
- Dimensioned drive aisles
- Traffic flow in parking areas and drives
- How the parking spaces will be defined: Other than at the designated vehicle access point, a physical barrier or separation (continuous concrete curbing, wheel stops, etc.) shall be in place between any drivable surface and the public right of way

Utility design

- Proposed, existing and/or abandoned sanitary and storm sewer lines including proposed size and material for new construction projects
- Proposed water service line(s) including size and material
- Private and public fire hydrants (needed for new construction)
- Existing public infrastructure adjacent to site, including above ground and below ground utilities
- Surface and invert elevations for all impacted underground utilities
- Storm water management/erosion and sediment control
- Existing drainage
- All proposed or existing storm drains and roof connections including size, material and location
- Direction of water drainage from the site and building (roof drains, downspouts, interior drains, etc.)
- Snow storage area or proposed snow removal plan
- Erosion control plan (Required for land disturbing activities more than 5,000 square feet or 500 cubic yards)
- Storm water management plan (Required for land disturbing activities on site 1 acre or larger, include a copy of any soils reports for the site)

Site features

- Property lines
- Adjacent properties, including land uses and building location(s)
- Location, type and height of site walls, including retaining walls, screens, fences and/or retention basins
- Impervious surface areas (e.g. walkways, patios, terraces, etc.), including the pervious to impervious ratio
- Landscaping plan with existing and proposed shrubs and trees (location, type, number and overall amount), including those in the public right of way
- Transit stops, phone booths, public plazas, trash enclosures
- Lighting (location, type and size)
- Natural features and topography (e.g. spot elevations)

Buildings

- Building footprint(s), building setbacks, building square footage(s), including garages and other accessory structures
- Groundwater elevation indicated on site plans that propose underground structures (Include a copy of any soils reports for the site)
- How the building meets existing street grades (needed for new construction)
- Location of signage (freestanding or projecting)
- Building elevations (needed for new construction and additions)