



SITE DEVELOPMENT CHECKLIST

Intake Screening

Permit # _____ OK?

Intake _____ Notes: _____
 LUA _____ Notes: _____
 PW _____ Notes: _____
 Route to LUA Yes No

NOTE: Site development permits DO NOT INCLUDE ANY BUILDING OR BUILDING PERMIT. This checklist addresses information required for most projects. It may not address all of the information required to determine code compliance for a specific project. Initial plan review could raise issues requiring submission of revised or additional documentation. Such information submitted during plan review is subject to supplemental information charges.

GENERAL INFORMATION		
Project Address: _____		
Map & Tax Lot #: _____		
SCOPE OF WORK INCLUDES:		
	Yes:	No:
Grading/Fill	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of cubic yards of earth _____		
Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Water Service	<input type="checkbox"/>	<input type="checkbox"/>
Private Streets	<input type="checkbox"/>	<input type="checkbox"/>
Park development	<input type="checkbox"/>	<input type="checkbox"/>
Parking lot paving	<input type="checkbox"/>	<input type="checkbox"/>
Name of Subdivision/development site: _____		
Is the site located within a Special Flood Hazard Area (SFHA)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
ZONING		
Zoning: _____	Overlays: _____	Applicable Land Use File #: _____
Is this a permitted use? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments: _____		
EROSION		
<input type="checkbox"/>	Is an erosion prevention permit required for this work? Yes <input type="checkbox"/> No <input type="checkbox"/>	Permit # _____
Comments: _____		
SITE PLAN		
<input type="checkbox"/>	Site plan must be minimum 11 X 17 to scale with entire site shown and adjacent right-of-way	
<input type="checkbox"/>	North arrow	
<input type="checkbox"/>	Property lines with dimensions <input type="checkbox"/>	Easements <input type="checkbox"/> Right-of-Way <input type="checkbox"/>

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<input type="checkbox"/>	Grading: site elevations/contours showing existing and proposed conditions
<input type="checkbox"/>	Private street construction <input type="checkbox"/> Private drive construction <input type="checkbox"/>
	Access connections (driveway) location(s) Existing <input type="checkbox"/> Proposed/altering <input type="checkbox"/>
	Sidewalks Existing <input type="checkbox"/> Proposed/altering <input type="checkbox"/>
<input type="checkbox"/>	Vehicle parking layout includes the following: <i>(if applicable)</i> <ul style="list-style-type: none"> <input type="checkbox"/> All parking spaces & drive aisles with dimensions <input type="checkbox"/> Accessible parking spaces identified with dimensions <input type="checkbox"/> Accessible route from the parking space(s) to the accessible building entry <input type="checkbox"/> Vehicle parking analysis
<input type="checkbox"/>	Landscaping plan <i>(if applicable)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum landscape areas <input type="checkbox"/> Parking area landscape <ul style="list-style-type: none"> <input type="checkbox"/> Along streets and driveways <input type="checkbox"/> Perimeter <input type="checkbox"/> Interior <input type="checkbox"/> Plantings: size, species, spacing <input type="checkbox"/> Irrigation
	Fire prevention: Hydrant locations & distances to property <input type="checkbox"/> Site access & turnaround <input type="checkbox"/>
	Retaining wall: proposed location must be on site plan & engineering provided
	Adding pipe to or filling an existing ditch/waterway/pond/wetland area: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Private wastewater: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Pipe sizes & materials <input type="checkbox"/>
	Layout of private system <input type="checkbox"/>
	Point of connection to public system <input type="checkbox"/>
<input type="checkbox"/>	Septic/drainfield location
<input type="checkbox"/>	Storm drainage destination:
	Weepholes in curb <input type="checkbox"/> On-site system (catch basin, piping) <input type="checkbox"/>
	Tap public storm pipe <input type="checkbox"/> Point of connection to public system <input type="checkbox"/>
	Drainage ditch <input type="checkbox"/> Piping materials <input type="checkbox"/>
	Catch basins <input type="checkbox"/> Pipe sizes <input type="checkbox"/>
	On-site retention (drywell, etc.) <input type="checkbox"/>
<input type="checkbox"/>	Public utility locations
	Gas <input type="checkbox"/> Wastewater <input type="checkbox"/> Stormwater <input type="checkbox"/> Electric <input type="checkbox"/> Water <input type="checkbox"/>
<input type="checkbox"/>	Number of trees (at least 8" diameter at 4' – 6' from grade) on private property to be removed _____
	Is a tree removal permit required? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	Street trees: Location <input type="checkbox"/> Excavation within 10"? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Removal? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	Electrical plans
<input type="checkbox"/>	Private street lights? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Structural details (footing, pole size, etc.) required if over 6' high <input type="checkbox"/>
Comments:	