

APPENEDIX 3 – CHART ON SITE PLAN SUBMITTAL REQUIREMENTS		Check-off
A general location sketch showing at minimum, properties, streets and use of land within five hundred (500) feet of the area		
Legal description of the subject property		
The date, north arrow and scale.		
Name and address of the property owner or petitioner.		
Name and address of the person and/or firm who drafted the plan and the date on which the plan was prepared.		
Existing zoning and use of all properties abutting the subject property.		
All buildings, parking and driveways within 100 feet of all property lines		
Narrative: Shown on the site plan or submitted separately, describing in general terms:	The overall objectives of the proposed development.	
	Size (in acres) of the subject property and approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public streets and drives, and open space.	
	Dwelling unit densities by type, if applicable	
	Proposed method of providing sewer and water service, as well as other public and private utilities.	
	Proposed method of providing storm drainage.	
Preliminary Site Plan Requirements		
Property lines and approximate dimensions.		
Existing adjacent streets and proposed streets.		
Parking lots and access points.		
Proposed buffer strips or screening.		
Significant natural features; and other natural characteristics, including but not limited to open space, wetlands, stands of trees, brooks, ponds, floodplains, hills, slopes of over 15%, and similar natural assets or hazards.		
Any signs not attached to the building(s).		
General topographical features at contour intervals no greater than 5 feet.		
Existing and proposed uses, buildings and structures.		
Final Site Plan Requirements		
Seal, name and firm address of the professional individual responsible for the preparation of the site plan.		

