

MAJOR SITE PLAN CHECKLIST

INSTRUCTIONS: The items listed in this checklist must be provided or illustrated on the plan.



For each element provided and submitted, please place a checkmark in the “Provided” column. If the item is not required or has been waived, enter NR (“not required”).

ALL items in Section A must be provided; however, the Administrative Officer may waive certain of these requirements if he/she determines that the requirement clearly does not apply. Contact the Planning and Zoning Division, (641) 421-3626, for information on waivers. If a waiver is granted, please note the waiver on the last page.

Items in Section B will be required in most cases. Check with the Planning and Zoning Division to see if any elements will be waived. Unless the item is waived, place a checkmark in the “Required” and “Provided” columns.

MAJOR SITE PLAN CHECKLIST: SECTION A

Required	Provided	Site Plan Element or other Requirement
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SECTION A. All Major Site Plans shall include the following, unless waived by the Administrative Officer

✓		This completed Checklist, with justification for required items not provided
✓		Electronic versions of all plans and documents (Adobe .pdf preferred). Plans and maps must be reproducible at 11” x 17”. Submit to: DevelopmentReview@masoncity.net
<i>The following elements are required on the Major Site Plan drawing:</i>		
✓		A1. Name and address of developer/owner.
✓		A2. Name and address of architect/designer.
✓		A3. Date of plan preparation.
✓		A4. Dates and description of all revisions.
✓		A5. Name of project or development.
✓		A6. Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet or less).
✓		A7. North point indication.
✓		A8. Lot dimension and area.
✓		A9. Required and proposed setbacks, including Building Code setbacks, if applicable.
✓		A10. Location, setback and dimension of all buildings on the lot, including both existing and proposed structures.
✓		A11. Type of proposed building construction.
✓		A12. Proposed occupancy of all buildings.
✓		A13. Location, number, and dimensions of existing and proposed parking spaces, including handicap spaces.
✓		A14. Location, number, and dimensions of existing and proposed loading spaces.
✓		A15. Curb cuts, driveways (including driveway width at property line).
✓		A16. Vehicular circulation.
✓		A17. Sidewalks, walkways and trails.

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Required	Provided	Site Plan Element or other Requirement
✓		A18. Location and type of all proposed lighting, including details of individual fixtures and height of pole-mounted lights.
✓		A19. Provisions for storage and disposal of waste, garbage and recyclables.
✓		A20. Location of proposed utility connections, including water, sewer and fire lines.

MAJOR SITE PLAN CHECKLIST: SECTION B		
Required	Provided	Site Plan Element or other Requirement

SECTION B. The Administrative Officer, the Development Review Committee or any other applicable reviewing body may additionally require one or more of the following elements to be shown on or included with the site plan.

		B1. <u>Site Plan Elements:</u>
		a. Location of all adjacent buildings, wells and/or septic systems located within one hundred (100) feet of the exterior boundaries of the property in question.
		b. Location of recreational and service areas.
		c. Location of rooftop equipment and proposed screening.
		B2. <u>Grading/Stormwater Drainage Plan:</u>
		d. Existing contours at two (2) foot intervals.
		e. Proposed grade elevations, two (2) foot maximum intervals.
		f. Drainage/stormwater management plan, including configuration of drainage areas and calculations.
		g. Storm sewer, catch basins, invert elevations, type of castings and type of materials.
		h. Spot elevations.
		i. Proposed driveway grades.
		j. Surface water ponding and treatment areas.
		k. Erosion control measures.
		l. Wetland boundaries.
		B3. <u>Landscape Plan:</u> Plan shall meet the requirements of Section 12-16-5C. The plan shall show how the minimum planting requirements of Section 12-16-5 and Table 12-16-1 are met. The plan shall include proposed site grading, if applicable, and shall include the following elements:
		a. Planting Schedule (table) containing:
		(1.) Symbols.
		(2.) Quantities.
		(3.) Common names.
		(4.) Botanical names.

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Required	Provided	Site Plan Element or other Requirement
		(5.) Sizes of plant material.
		(6.) Root specification (bare root, balled and burlapped, potted, etc.)
		(7.) Special planting instructions.
		b. Location, type and size of all existing significant trees to be removed or preserved.
		c. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
		d. Typical sections in details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.
		e. Other existing or proposed conditions which could be expected to affect landscaping.
		B4. Other Plans and Information (when applicable):
		a. Legal description of property under consideration.
		b. Proof of ownership of the land for which a site plan approval has been requested.
		c. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
		d. "Typical" floor plan and "typical" room plan.
		e. Extent of and any proposed modifications to land within the Floodplain Overlay Districts as described and regulated in Chapter 18 of the Zoning Ordinance.
		f. Type, location and size (area and height) of all signs to be erected upon the property in question.
		g. Restrictive covenants.
		h. Photometric grid map, showing light intensity on the site and at property lines.
		i. Traffic Study.
		j. Snow storage and removal plan.

The Administrative Officer, DRC or other reviewing body may require submittal of other plans, studies or elements determined necessary to make a decision upon the application, in order to ensure that applicable laws and ordinances are met and the public health, safety and welfare are protected.

NOTES (waivers, etc.; attach additional sheets if necessary):

Please include this completed checklist with your site plan submittal.

Questions? Contact the Planning and Zoning Division at (641) 421-3626. We are here to assist you in preparing your plans and helping you complete the Development Review process.