

SUBDIVISION SUBMITTAL CHECKLIST

DIRECTIONS: Fill this form out in its entirety and include with your submission.

GENERAL INFORMATION (Include on this sheet and on Site Plans)			
PROJECT NAME:			
PREVIOUS DOCKET # & APPROVAL DATE			
SITE PLAN PREPARER (Name/Title/Company):			
PHONE #, FAX #, and MOBILE #:			
SUBMITTAL MONTH/DATE:			
SITE PLAN SPECIFIC INFORMATION -(put a "√" or "x" in appropriate box)			
REQUIREMENT	YES	NO	N/A
* - Exceptions to these minimum requirements require written explanation at plan submittal and is subject to staff concurrence			*
PLANS - 25 FOLDED copies of plan (Only 3 for PRESUBMITTAL), with Title Block showing submitted?			
LEGEND - Proposed uses (from UDO) listed on the plan? Note: Indicate the intended use, if known, for each building. If existing buildings, indicate both current and proposed use			
Plan drawn to appropriate scale for site acreage? (1"=50' ≤ 25 acres; 1"=100' > 25 acres)			
Location map shown with proper # of cross streets, north arrow, etc?			
TITLE BLOCK - Development name (including previous project names, docket #'s) and date of submittal provided?			
TITLE BLOCK - Name, address, phone #, fax # and email of owner/applicant/plan preparer?			
TITLE BLOCK - PIN# and Plat/Deed Book and Page # of subject property included?			
TITLE BLOCK - Date the survey was made shown?			
BOUNDARIES - The bearings and distances for boundaries shown? Note: Use survey benchmarks - no assumed in City of WS or gray area			
ADJACENT - Ownership/zoning/property lines and PIN#'s and Deed Book/Page#'s of adjacent property?			
LEGEND - Seal and signature of site plan preparer? Note: This MUST be marked: "Preliminary - NOT for construction"			
LEGEND - The scale (text and graphic) and north arrow?			
LEGEND - Total acreage listed? Linear feet of public/private streets included?			
LEGEND - Is the # of lots & density listed?			
LEGEND - If a Planned Residential Development is % of open space shown?			
LEGEND - Watershed/watershed designation information shown?			
LEGEND - CLEARLY Indicate public/private water, sewer, streets used? Note: Disclose the jurisdiction/entity for offer of dedication or who will have maintenance responsibilities (if not public)			
LEGEND - CLEARLY note what area(s) the project is in (i.e., which corporate limits, gray area, pending annexation by, etc.)			
LEGEND - Include a PURPOSE STATEMENT which CLEARLY outlines the request you are making with the submittal			
SITE PLAN - Streams and stream buffers shown, with stream name labeled?			
SITE PLAN - Drainageways, floodway/fringe boundaries/elevations shown?			
SITE PLAN - Wooded areas & other natural features shown?			
SITE PLAN - Existing/proposed topo (4' min) shown? Note: Include final finished elevations for buildings and grading and provide bottom and top elevations for proposed retaining walls, if applicable			
SITE PLAN - Natural features to remain labeled as such?			
SITE PLAN - Existing buildings/roads/driveways/lots, etc., both on- and off-site shown as a ½ shade, with intention clearly labeled (i.e., "To Be Removed," etc.)			

CONTINUED ON BACK

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SITE PLAN - Structures like signs, walls, fences shown?			
SITE PLAN - ROWs and easements shown/labeled as public/private? <i>Note: Disclose/show proposed roadway cross section, including typical sidewalk, utility, street tree locations</i>			
SITE PLAN - Each proposed street labeled with the linear feet of street measurement, in feet?			
SITE PLAN – Do streets have proposed names?			
SITE PLAN - Access drives/parking areas shown as shaded, including dimensions and surface type labeled?			
SITE PLAN - Widths/curbcuts, names, labels shown for drives/streets? <i>Note: For state roads, include State Road #'s</i>			
SITE PLAN - Lot lines, dimensions, and lot numbers shown/labeled?			
SITE PLAN - Roadway cross section(s) shown/labeled?			
SITE PLAN - Finished elevation on all center lines of new streets on site and any stub streets connection points off-site shown/labeled?			
SITE PLAN - Easements, playgrounds, greenways, etc labeled?			
SITE PLAN - All existing/proposed utility lines over/under site and adjacent parcels shown/labeled, including fire hydrants/hydrant spacing? <i>Note: Differentiate between existing/proposed by changing line type/weight. Include “City Project #” in a note for existing utilities</i>			
SITE PLAN - All existing/proposed phase lines for development shown? <i>Note: Phase lines can be modified at staff level during construction plan approval process</i>			
SITE PLAN - If a Planned Resid. Dev., is “common open space” labeled?			
SITE PLAN - All existing/proposed storm drainage shown/labeled?			
SITE PLAN - All streets, driveways within 100’ of site shown?			
SITE PLAN - All adjacent/potential stub streets within 500’ of site shown?			
SITE PLAN - Bufferyards, streetyards (+ widths) shown/labeled?			
SITE PLAN – Make sure that a typical building footprint and square footage is included (make sure to include any associated impervious areas).			
OTHER ISSUES OR EXPLANATIONS (Listed Below)			
CLEARLY note what area(s) the project is in (i.e., corporate limits, gray area, annexation)			

DISCLOSURE: By signing below, I am acknowledging that I have included all applicable information required on the plan in order to be considered “Complete and ready for review.” If it is discovered that required information is not included on the plans or I have not provided some required information, I understand that the above referenced project may be deemed “Not ready for review” and held until the next cycle AND when I provide the required information.

Signature

Date