



**SITE PLAN CHECKLIST
FOR ALL COMMERCIAL, INDUSTRIAL, AND MULTIFAMILY SITES**

The following information is required to be part of the construction drawings submittal for building permit approval.

- ____ 1. Plot/Site plan drawn to scale showing:
 - a. The location of proposed building(s)/addition(s) with clear dimensions of the building, all property lines, easements, building setbacks from property lines, and other structures on site.
 - b. Locations of sewer and water service lines with sizes and line type specified.
 - c. Parking areas showing dimensions of parking stalls/stripping plan.
 - d. Sidewalks and other paved areas, curb and gutter, irrigation ditches, etc. on the property.
 - e. Legal description and address of the property.
 - f. Location and type of exterior pole or landscape lighting. All exterior light fixtures must be fully shielded and cut off to eliminate light trespass. No unshielded building wall pack fixtures are permitted.
 - g. Location of dumpster placement.

- ____ 2. Engineered Grading and Drainage plan showing the following information:
 - a. Existing topography illustrating 1 foot contours, extending 10 feet beyond property lines. This requirement may be waived by the Building Official and City Engineer for sites where site grading is minimal.
 - b. Proposed elevations for finished floor, and spot elevations throughout the site to clearly show the intended final grades for the property including all paved surfaces, curb & gutter, sidewalks, key drainage features, and landscaped areas.
 - c. Proposed elevations at bottom and top of retaining walls with all finished grades clearly identified for both sides of the wall. Retaining walls over 4 feet require a structural engineer's design, and shall be incorporated into the appropriate section of the plans.
 - d. Location of all drainage features and structures including storm sewers, inlets, detention basins, etc.
 - e. When required by City Engineer, calculations to justify drainage structures.

- ____ 3. Landscape plan showing specific location of plant material, plant names, and landscape points requirements.

- ____ 4. Copy of storm water permit from DENR if one acre or more is disturbed.

Please be sure that your civil site plan matches the architectural site plan.