

## APPENDIX 1: INFORMATION REQUIRED WITH APPLICATIONS

### A-1-1 Number of Review Copies to be Submitted (*Amendment 7/10/01*)

Type of Map or Plan	# of Prints
Plot Plan	2
Site Plan Site Layout Water, Sewer and Drainage Utility Landscaping Plan	12 Sets

### A-1-2 Required Information Plot Plans and Site Plans

Submission of all maps and/or plans shall contain the following information before submission to the Zoning Inspector for review. An "X" indicates required information. Information required on site plan sheets is indicated by the following codes: "A" to be included on all sheets, "S" to be included on Site Plan sheet, "U" to be included on Utility sheet, and "L" to be included on Landscaping sheet. Depending on the scale or complexity of the development, any or all the sheets may be combined. Additional information may be required for approval of the site plan. The Zoning Inspector may waive items required if it is judged that they are not necessary to complete the review.

Information	Plot Plan	Site Plan
Map or plan size: Maps submitted shall not exceed a maximum size of 24" by 36"		A
Maps or plans may be drawn on more than one sheet with appropriate match lines		A
Plan Endorsement Block		A
Title Block containing: Name of Development		A
Name of map or plan		A
Owner's name with address and daytime phone number	X	A
Location (including address, township, county and state)	X	A
Date(s) map(s) prepared or revised	X	A
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 100'.		A
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 40'.	X	
Bar graph		A
Name, address, and telephone # of preparer of map (licensed surveyor, engineer, or architect)		A
Developer's name, address, and daytime phone number (if different from owner's)		A
Zoning district(s) within the property and on adjacent properties	X	S, L
Existing land use within the property and on adjacent properties		S, L
Plat book or deed book reference	X	S
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)		S
Tax map, block, and parcel(s) number	X	S
Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1" = 2,000'		S
Corporate limits, county lines, and other jurisdiction lines, if any, on the tract	X	A

<b>Information</b>	<b>Plot Plan</b>	<b>Site Plan</b>
Registration and seal of land surveyor		S
North arrow and orientation (north arrow shall not be oriented towards bottom of map)	X	A
Source of property boundaries signed or sealed by registered land surveyor, architect, landscape architect, or engineer		S
Boundaries of the tract to be subdivided or developed:  distinctly and accurately represented and showing all distances		A
tied to nearest street intersection (within 300') or U.S.G.S. (within 2000')		S
showing locations of intersecting boundary lines or adjoining properties		S
Location and descriptions of all monuments, markers, and control corners		S
Existing property lines on tract to be subdivided or developed. If existing property lines are to be changed, label as "old property lines" and show as dashed lines		S
Dimensions, location and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to the closest property lines	X	S
Railroad lines and right-of-ways	X	A
Water courses, ponds, lakes or streams	X	A
Marshes, swamp and other wetlands		A
Areas to be dedicated or reserved for the public or a local jurisdiction		A
Areas designated as common area or open space under control of an Owners' Association		S, L
Location of manufactured dwelling spaces and whether they are designated for single- or double-wide dwellings		S
Typical diagram of manufactured dwelling space		S
Location of designated recreation areas and facilities		S
Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations, if applicable	X	A

Information	Plot Plan	Site Plan
Existing and proposed topography of tract and 100' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all others at 10' intervals from sea level		A
Proposed lot lines and dimensions	X	A
Site calculations including: acreage in total tract	X	S
acreage in public open space		S, L
total number of lots proposed		S
linear feet in streets		S
area in newly dedicated right-of-way		S
Lots sequenced or numbered consecutively		S
Show dimensions and location of all parking areas, total provided and minimum required number of parking spaces, driveways, service areas, off-street loading facilities and pedestrian walkways	X	S, L
Within parking areas, clearly indicate each parking space, angle of parking and typical size	X	S
Street data illustrating: Existing and proposed rights-of-way lines within and adjacent to property	X	S
Existing and proposed rights-of-way within and adjacent to property showing: total right-of-way width dimension		S
right-of-way width dimension from centerline of existing public streets	X	S
Existing and proposed streets showing: pavement or curb lines		S
pavement width dimension (face-to-face)		S
cul-de-sac pavement radius		S
existing and proposed street names	X	A

<b>Information</b>	<b>Plot Plan</b>	<b>Site Plan</b>
Location, dimension and type of all easements	X	A
<b>Utility Layout Plan</b> showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines:		
sanitary sewer	X	U
water distribution	X	U
natural gas, electric, cable TV, etc.	X	U
<b>Documentation of Submission of an Erosion Control Plan</b> , if disturbing greater than one acre		X
<b>Evidence of Notification to U.S. Army Corps of Engineers of Earth-Disturbing Activities in Wetlands</b> , if applicable		X
<b>Landscaping Plan</b> shall include: Location of any required planting yard and/or parking lot plantings		L
Location and screening of dumpsters/compactors		L
Location, species, size, number, spacing, height of trees and shrubs in required planting areas. (If existing vegetation is to be preserved, indicate approximate height and species mix)		L
Size of planting yard, walls, berms and fences		L
Provisions for watering, soil stabilization, plant protection and maintenance access		L
Location and description of barriers to protect any vegetation from damage both during and after construction		L
Existing and proposed signs (location, height and area)		S
Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities		S
Front, side and rear elevations of proposed building(s)		If required by the Board of Commissioners

### **A-1-3 Documents and Written Information in Addition to Maps and Plans**

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or

information shall be provided. The following is a representative list of the types of information or documents that may be requested at the time of plan submission:

Information	Plot Plan	Site Plan
Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.		X
Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.		X
Detailed descriptions of recreational facilities to be provided.		X
Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.		X
Bonds, letters of credit, or other surety devices.		X
A traffic impact study performed and prepared by a qualified transportation or traffic engineer or planner.		X
Time schedules for the completion of phases in staged development.		X
If any street is proposed to intersect with a state maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulations.		X