



PUBLIC WORKS DEPARTMENT

COMMERCIAL LAND USE REVIEW CHECKLIST

Project Name: _____ Date: _____

Project No.: _____ By: _____

Circled items need to be addressed. **Checked** items are complete.

1. _____ Vicinity map with scale and north arrow.
2. _____ Area of site shown.
3. _____ Impervious area listed as a percentage of gross area.
4. _____ Existing property lines and dimensions shown.
5. _____ Proposed property lines and dimensions shown. Building setback lines (BSBL) lines or Building footprint(s) with eaves lines shown.
6. _____ Dimensions of existing/proposed structures shown.
7. _____ Dimensions of parking and aisles shown.
8. _____ Existing ground contours shown at two-foot intervals for slopes < 20% and five-foot intervals for slopes 20% or greater. Contours shall extend one-hundred feet (100') beyond property lines or catch points; whichever is greater. Existing contours shall be shown screened back. (Grayscale)
9. _____ Preliminary grading shown with proposed contours shown at two-foot intervals for slopes < 20% and five-foot intervals for slopes 20% or greater.
10. _____ Existing streams, ponds, wetlands natural drainage courses and other surface water shown, on or within 100 feet of the site.
11. _____ Existing and/or proposed easements shown.
12. _____ Location, width and names of existing abutting streets shown.
13. _____ Existing street improvements shown.
14. _____ Required street improvements shown (include plan view and cross section view).
15. _____ Plan view of existing and proposed structures shown.
16. _____ Existing utilities: water, sewer, storm, fire hydrants, phone, power, gas, cable, etc., shown.
17. _____ Preliminary storm drainage design, including proposed permanent stormwater facilities.
18. _____ Copy of this checklist, filled out.