



# Project Review Checklist

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Prior to the Plan Commission submittal deadline the property owner or agent presents a site plan prepared with the information below to the Community Services Department. The submitted material is reviewed and if appropriate, discussed at the next regularly scheduled Plan Commission meeting. *The information below is a required minimum and other materials may be requested of the applicant during the review process.*

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- 1) A statement describing the general character of the intended development and including the property address, tax key number and correct legal description. General items to include in the statement are: hours of operation, number of employees, traffic patterns, parking requirements, trash removal, etc.
- 2) An accurate map (site plan) of the project area. The site plan should be professionally prepared by a licensed architect, surveyor and/or engineer, with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:
  - A. Structures, showing all entrances
  - B. Driveways & street access
  - C. Parking areas
  - D. Walkways
  - E. Existing landscaping
  - F. Abutting public and private streets
  - G. Public easements
  - H. Surrounding land uses and zoning
  - I. Retaining walls
  - J. Decorative accessories
  - K. Dumpster location and screening
  - L. Location, color, message, dimensions and materials of all signs
  - M. Location, size and character of dedicated or private open space
  - N. Location of sanitary sewer, storm sewer, water mains and services and stormwater detention facilities
  - O. Floor plan of building or addition
- 3) Stormwater management plan (3 copies).
- 4) Grading plan showing existing and finished grades to village datum.
- 5) Professionally prepared landscape plan.
- 6) Lighting plan: photometric plan, type of fixtures, wattage and location and height of lighting structures.
- 7) Topographic data or pertinent grade elevations, if necessary, for proper remodeling of existing buildings showing finished exterior treatment.
- 8) Colored elevations of proposed buildings, structures and fencing, or of proposed remodeling of existing buildings, showing finished exterior treatment and a listing of building materials.
- 9) Names, address, telephone number, fax number and email address of the owner(s) and /or agent to be contacted with regard to the application.
- 10) Proof of ownership or agent status.

**A complete submittal will include: (2) 24 x 36 size sets of all referenced maps, plans and elevations for departmental review. (8) 11 x 17 size sets of all referenced maps, plans and elevations for review. (1) CD with PDF versions of all plans.**