



Due 21 days prior to scheduled Planning Commission meeting

SITE PLAN SUBMITTAL CHECK LIST

Name of Development: _____

Location _____ Zoning District: _____

Name and Address of Owner of Record

Tax Map & Parcel Number(s) _____

Engineer/Designer _____

Contact Number _____

DATE FOR APPROVAL: FEE DUE \$ _____

CHECKLIST: FAILURE TO CHECK OR INDICATE N/A SHALL RESULT IN APPLICATION BEING REJECTED

_____ Four (4) copies submitted 21 days **prior** to Planning Commission meeting.

_____ Name and address of the development.

_____ Name and address if the applicant and owner of record.

_____ Present zoning of the site and abutting properties.

_____ Date, graphic scale and north point with reference to source of meridian.

_____ Courses and distances of center of all streets and all property lines, setback lines, property restricting lines, easements, covenants reservations and right of way.

_____ Total land area.

_____ Topography of the existing ground and paved areas and elevations in relation to mean sea level of streets, alleys, utilities, sanitary and storm sewers and building and structures topography to be shown by dashed line illustrations 1-foot contours and by spot elevation where necessary to indicate flat areas.

_____ Signed certification as to the accuracy of the plan by a licensed architect, surveyor, or engineer.

_____ Certification as to the following: Certificate of accuracy of the plan by a licensed architect or engineer; and, certificate of approval by either the McKenzie Municipal / Regional Planning

Commission or the McKenzie Municipal Board of Zoning Appeals, whichever is applicable to the type of use that is requested. For new buildings or additional less than 5,000 square feet in size, a scaled drawing may be submitted, which wouldn't have to be drawn by a licensed engineer or surveyor.

_____ A detailed landscaping, screening, fencing and lighting plan if applicable.

The location, dimensions, site and height of the following when existing/proposed:

_____ Sidewalks, streets, alleys, easements and utilities.

_____ Buildings and structures (to include height in stories and feet, gross floor area in square feet for individual buildings and total for all buildings, and gross land area covered by all buildings).

_____ Use of buildings and land.

_____ Public waste water systems.

_____ Slopes, terraces and retaining walls.

_____ Driveways, entrances, exits, parking areas, parking drives and sidewalks.

_____ Water mains and fire hydrants.

_____ Trees and shrubs.

_____ Recreational areas and swimming pools.

_____ Natural and artificial water courses.

_____ Limits of flood plains.

_____ Landscaping, screen and fencing.

_____ Signage.

Estimates of the following when applicable:

_____ Number of dwelling units.

_____ Number of parking spaces, provide sic code to help determine.

_____ Number of loading spaces.

_____ Number of commercial or industrial tenants and employees.

_____ Proposed grading, surface drainage terraces, retaining wall heights, grades on

paving area, and ground flood elevations of proposed building structures,
proposed topography of the site shall be shown by 1 foot contours.

Signature

Signature signifies all requirements have been met and are on the plan submittal where applicable and all fees have been obtained.

Note: This application form is designed to give the applicant general guidelines to the submission process; however, the applicant is responsible for all requirements detailed in the municipal zoning ordinance of the City of McKenzie.