

## VARIANCE SITE PLAN CHECKLIST

**Please provide the following:**

**PDF versions of all submittal materials must be uploaded to the Portal.**

**\*\*\* Additional requirements may be added during the Preliminary Planning Meeting (PPM).**

- \_\_\_ 1) Name of project with associated parcel number(s).
- \_\_\_ 2) Site plan drawn to scale using standard engineering intervals such as 1" = 50' or similar as required by project size.
- \_\_\_ 3) Indicate north with directional arrow and provide lot dimensions of property.
- \_\_\_ 4) Date of preparation and date of any changes made.
- \_\_\_ 5) Adjacent roadways and proposed means of legal access. Include location and type and width of all easements and private roads.
- \_\_\_ 6) Size, location, and separation of any existing and proposed structures with distances from property lines noted. Also, note location and size of any septic tanks and leach fields, swimming pools, wells, driveway(s) (i.e., dirt, gravel, concrete) and space between buildings.
- \_\_\_ 7) Size, location, and height of any proposed or existing signs, lighting, screening (i.e., fences, berms, walls, and live vegetative screening).
- \_\_\_ 8) Label all structures, proposed or existing, with intended use.
- \_\_\_ 9) Identify in chart or note on the site plan the following:
  - Parcel size
  - Building height of proposed structure(s) from average natural grade.
  - Existing or proposed utilities for (water, wastewater, electric, gas, refuse removal)
  - Required setbacks
  - Fire District
- \_\_\_ 10) Identify on the plan any unique site conditions (rock outcroppings, floodway, flood plain, major drainage features, roadside ditches, and road culverts with size, etc.).

*\*\*Visit the Sample Documents listed on the Planning Applications page for an example.*