



Site Plan Checklist

By signing below, the owner and/or project representative certifies that all required items have been submitted and acknowledges that the application will not be accepted by City staff until all required items are received. AutoCAD files must be submitted to the City within seven (7) days of City Council approval. Reference the city website for submittal documents: [LAND USE APPLICATIONS – City of McLendon-Chisholm](#).

Required Documents

- ☐ Signed Site Plan Application
- ☐ Signed Site Plan Checklist (this document)
- ☐ Signed Development Application (if applicable)
- ☐ Signed Landowner Authorization Form
- ☐ Payment of all applicable city fees

1. Drawing Standards:

- ☐ Sheet size shall be a 24" x 36" black and white drawing
- ☐ Site boundaries with bearings and dimensions, lot lines, total site area in acres and square feet, and the approximate distance to the nearest cross street.
- ☐ Provide a concept key map on the cover sheet if the plan is on multiple pages.

2. General Information:

- ☐ Title block shall be in the lower, right-hand corner of the plan. The title block shall contain plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- ☐ Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- ☐ Label the company name, contact name, address, and phone number of the current property owner, as well as the company name, preparer's name, address, and phone number of the plan preparer (e.g., surveyor, engineer, architect, landscape architect), in the directly to the left of the included title block.
- ☐ Location/vicinity map (single line drawing), north arrow, graphic scale



3. Development Plan:

- ☐ Submittal to include Site Plan as applicable
- ☐ Ownership and land use information of all adjacent properties and/or properties within 200' of the subject property
- ☐ Existing land use information and structures on subject property and adjacent properties within 200' of the subject property
- ☐ Existing and proposed dedications and reservations of land for public use including but limited to rights-of-way, existing and proposed easements for development, including off-site easements.
- ☐ The location and use of all existing and proposed buildings or structures, including all dumpster enclosure areas, and the minimum distance between buildings.
- ☐ Preliminary utility, drainage, stormwater plans (plan view only)

4. Site Layout:

- ☐ Fully dimensioned site plan
- ☐ Fire lanes illustrated and labeled
- ☐ All curb radii labeled
- ☐ Fire hydrant locations clearly labeled
- ☐ Required trees (type and location) and landscaping
- ☐ Dumpster enclosures and associated back-up distance measurements
- ☐ Delivery zones clearly illustrated and labeled
- ☐ FDC (if remote)
- ☐ All points of vehicular ingress, egress, and circulation within the property and all special traffic regulation facilities proposed or required to assure the safe function of the circulation plan
- ☐ The locations, size, and arrangement of all outdoor signs, exterior auditory speakers or and lighting.
- ☐ Landscape plans, screening plans and fencing plans, as applicable
- ☐ Architectural drawings, including elevations or renderings, shall illustrate building types, proposed materials, color codes, and other significant improvements. Drawings must include material calculations and provide sufficient detail to clearly convey the design character and intent of the proposed development.
- ☐ **Site Data Summary Table to include:**
 - a. Zoning: existing, proposed, and corresponding future land use classification
 - b. Land use(s): existing and proposed
 - c. Lot area excluding right-of-way (square feet and acres)
 - d. Building area (gross square footage; list square footage by use)



- e. Building height (feet and stories)
- f. Building setbacks to property lines
- g. Lot coverage: existing and proposed
- h. Floor area ratio (non-residential zoning)
- i. Parking required (with ratios from Zoning Ordinance)
- j. Parking provided (with ratios from Zoning Ordinance)
- k. ADA parking required
- l. ADA parking provided
- m. Impervious surface area (square feet)
- n. Note: "Handicap parking is provided in accordance with ADA standards."

Owner's Name (Printed)

Owner's Signature

Preparer's Name (Printed)

Preparer's Signature