

### CITY OF SIDNEY--COMMERCIAL SITE PLAN CHECK LIST

#### \*MULTI-FAMILY, COMMERCIAL, INDUSTRIAL SITE PLAN REQUIREMENTS\*

☐ New/Change of Use

☐ Addition

☐ Interior Remodel/Tenant Finish

**\*THE FOLLOWING CHECK LIST MAY NOT BE ALL INCLUSIVE OF EVERYTHING NEEDED TO COMPLETE THE PLAN REVIEW PROCESS, BUT NONETHELESS IT MUST BE COMPLETED, SIGNED AND SUBMITTED BY THE PERMITTEE. INCOMPLETE SUBMITTALS WILL BE RETURNED UN-REVIEWED.\***

Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

Contact Person : \_\_\_\_\_

Phone Number: \_\_\_\_\_

- ☐ One (1) Copy of proposed building plans
- ☐ Plan Review Fee
- ☐ One (1) Copy of site plans

N/A

YES

**Please show the following on the site plan:**

1. North Arrow
2. Clearly indicate scale use on Site Plan. (1"=20' maximum)
3. Names of streets and cross streets - include alleyways and all right-of-way
4. Easements: access, utility, etc. - include location and size
5. Boundaries and dimensions of property and property corners identified on site.
6. Distance from property line to curb and edge of street.
7. Locations of existing and proposed structures.
8. Uses of all present and proposed structures.
9. Distance from all structures to the property lines (No reserved plans accepted.)
10. Existing and proposed curbs, sidewalks, driveways, curb cuts and locations.
11. Garages and Carports ☐ Attached ☐ Detached # of buildings on site \_\_\_\_\_
12. Location, dimensions, and number of existing and proposed parking spaces including:
  - A. Number of parking spaces and dimensions.
  - B. Number, type and location of ADA (Americans with Disabilities Act) accessible parking.
  - C. Square footage of paved parking area.
  - D. Striping and ADA signage placement.
  - E. Show ADA accessible entrances, ramps, routes, and signage.

13. Location of loading areas, accesses and type of vehicles using the area (delivery trucks, etc.)
14. Show all areas to be paved including alleys, show typical pavement section.
15. Show fire access and fire hydrant size and location.
16. Grading and drainage plan to include (may be on separate sheet):
  - A. Topographic map showing existing elevation of all relative features including by not limited to: curbs and sidewalks, edge of asphalt and drainage structures in existing street, property corners, spot elevation throughout lot, contours on a 1 foot maximum interval if cut or fill exceeds 3 feet. (Elevations must be in sea level designation if greater than 3400 feet above sea level.)
  - B. Show proposed elevations for: critical locations in parking lots, curbing both on site and on right-of-way, sidewalks, existing and finished building floor elevations, landscaping, cut and fill slopes, retaining walls, storm drains, etc.
  - C. Show drainage plan including inlets or sumps with reference or copy of City Standards, roof drainage, storm drains, etc.
  - D. Indicate plans for erosion control and drag-on mitigation during construction.

17. Exterior lighting to include (may be on a separate sheet):
  - A. Photometric drawing to include, lighting layout, foot candles at property lines and regular intervals and fixture mounting height.
  - B. Lighting fixture catalog sheets.

18. Show irrigation and drainage ditches.
19. Show existing and proposed landscaping for on-site and boulevard including (may be on a separate sheet):
  - A. Square footage existing, proposed and required.
  - B. Topography.
  - C. Type of ground cover.
  - D. Irrigation
  - E. Installation and maintenance plan.

Continued On Next Page.

| N/A                      | YES                                                                                                                                                        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> 20. Heights and types of fences, existing and proposed.                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> 21. Location of trash storage, including screening.                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> 22. Location of external grease interceptor and/or sand/oil interceptor.                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> 23. Drain field, step system, and/or sewer line location and size.                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> 24. Location of water service, outside shut off, and water meter.                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> 25. Water meter size: _____ inch                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> 26. Signs may require a separate permit. Contact the building inspector.                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> 27. Include construction quantities for the following:<br>Curb/Gutter _____ L.F. Sidewalks: _____ S.F. Parking/Paving: _____ S.F. |

N/A YES Please should the following on the building plans:

- ☐ 29. Occupancy type, type of construction and occupant load on table of contents page of plans.
- ☐ 30. Exterior building elevations of all structures. (indicate scale used ie: 1/8" = 1')
- ☐ 31. Room identification and intended use of each room.
- ☐ 32. Structural plans.
- ☐ 33. Engineering and/or architect stamps on appropriate sheets.
- ☐ 34. Foundation
- ☐ 35. Floor Framing
- ☐ 36. Wall Framing
- ☐ 37. Conventional roof framing.
- ☐ 38. Schematic Drawings:

☐ Electrical

☐ Mechanical

☐ Plumbing

GRADING, DRAINAGE, AND HILLSIDE STANDARDS

\*Must be completed when constructing a building on a hillside lot with a slope of greater than 5% \*

NO YES

- ☐ Is any part of the proposed structure located on a slope greater than 5%? (5' elevation in 100 lineal feet)

If you check NO then STOP here.

If you checked YES then the following must be completed.

N/A OK

- ☐ 23. Existing and finished ground elevations at all building corners.
- ☐ 24. Spot elevations for driveway at street, garage floor and sea level elevation for 1 building corner.
- ☐ 26. Use shading and crosshatch to indicate location and cut and fill and proposed slopes in excess of 2:1
- ☐ 27. Existing and proposed drainage structures and flow lines.
- ☐ 28. Retaining walls including height and location (maximum height of 6' above grade).
- ☐ 29. Existing and proposed contours of not more than two foot (2') intervals for the entire lot

\*Must be completed when constructing a building on a hillside lot with a slope of greater than 10% \*

NO YES

- ☐ Is any part of the proposed structure located on a slope greater than 10%? (10' elevation in 100 lineal feet)

If you check NO then STOP here.

If you checked YES then a topographic map must be prepared by a professional engineer, licensed land surveyor or licensed architect.

N/A OK

- ☐ 30. A topographic map showing existing and proposed contours or not more than two foot (2') intervals through the entire lot.
- ☐ 31. Natural drainage courses.
- ☐ 32. Rock out-croppings.
- ☐ 33. Any geological hazards.
- ☐ 34. Exterior buildings elevations showing finished and existing grade.
- ☐ 35. Building height envelope calculations.

Notes/Comments:

ATTEST: I hereby attest that the information submitted on this document and site plan is true and accurate.  
APPLICANT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Failure to complete this form and to provide all the requested information will result in the permit application being returned to the permittee for corrections.