

# Site Plan Checklist

## Information Needed for Commercial, Industrial, Institutional, Office, Apartments, and Townhouses

A complete set of plans and an EXTRA site plan that shows the following:

1. Legal description.
2. Address (if known).
3. Name of project/business.
4. Scale and North Arrow.
5. Property lines with dimensions and property area (square footage).
6. All existing and proposed buildings, additions, and changes in use; show all dimensions and gross floor area for each use (include mezzanines).
7. **Daycare** – # staff \_\_\_\_\_, # licensed for \_\_\_\_\_; **Hotel/motel** – # rooms/suites \_\_\_\_\_; **Church/restaurant/bar** – # seats \_\_\_\_\_; **Apartments** – # bedrooms per dwelling unit \_\_\_\_\_; **Manufacturing/wholesaling/warehouse** – # employees on maximum shift \_\_\_\_\_; **Hospital/nursing home/assisted living/institutional home** – # beds \_\_\_\_\_.
8. Building height and number of stories.
9. All protrusions (balconies, fireplaces, air conditioners, vestibules, overhangs, etc.).
10. All easements.
11. First floor elevation (show floodplain and/or floodway line if applicable).
12. Distance from all building lines and parking lot borders to property lines at the closest points.
13. Parking lot: Designate each space (dimensions of lot, stalls, and aisles), the proposed parking lot surface, handicap accessible and compact spaces (and show location of signage for both), curb/bumper blocks, and stacking spaces (if required for drive-up window/device).
14. Loading space(s): Show location and size (14' x 35' is required size).
15. Parking lot screening: Show height, location, and type of material to be used.
16. Trash container area(s) that are located outside of buildings and the screening height and material.
17. Describe the uses of all adjacent property, including across a street or alley.
18. Curb cut(s) and public sidewalk (existing and proposed).
19. If outside lighting is proposed, provide a photometric plan together with a catalog cut sheet (picture showing each type fixture, the lumens (or wattage), and height of pole mounted fixtures above the parking lot surface. Photometric not required if no lighted canopy and the property is not adjacent to residentially used or zoned property).
20. Names and locations of all adjacent streets, alleys, waterways, or other public ways.
21. Either supply a separate landscape plan or describe the location, type, and size of materials on the site plan (describe the type of ground cover in the required front yard setback).
22. Proposed topography.
23. All public and private utilities on the property and adjacent public property.
24. Applicant's name, address, and phone number.
25. Owner's name, address, and phone number.

Please submit one reduced (8 1/2" x 14" **or** 11" x 17") copy of the site plan or a third full-sized site plan.

**This information will expedite the plan check.  
If you have any questions, please call us at 605-367-8254.**

- Land Use**
- Site Plan Checklist**
- Landscape Standards**
- Parking Schematic**
- Setbacks**
- Number of Parking Spaces**
- Zoning—PD's/Overlays**
- Floodplain**