



CITY OF ASHLAND SITE PLAN CHECKLIST

1. Completed Site Plan Review Application form with completed and signed checklist.
 Attached
2. A cover letter is required describing the request for the Site Plan Review. The letter shall include a general description of the proposed project. Describe the proposed phasing of all buildings and site improvements including utilities, streets, and storm-water facilities.
 Attached
3. Provide evidence of ownership or an interest in the property if purchased within the past six months. If applicant is different from property owner, written permission from the property owner is required prior to Site Plan approval.
 Attached *Does Not Apply*
4. **Site Plan.** All new development requires that a professionally drawn and stamped site plan be submitted, drawn to scale not more than 100 feet to the inch, and includes the following items:
 - A. The name, address, and telephone number of the owner, developer and designer.
 - B. Legal description of the site.
 - C. The location and dimensions of all site property lines and adjacent parcel lines within 100 feet.
 - D. Show and label all proposed and required front, rear, and side yard setbacks of the new development to the adjacent property lines.
 - E. Show the location and label widths of all existing and proposed public rights-of-way and public easements adjacent to and within the site.
 - F. Show all existing and proposed street improvements including streets, alleys, curbs, sidewalks and trails. Identify connections to existing/proposed sidewalks and trails and label proposed bicycle facilities and widths of pedestrian facilities.
 - G. Show existing and proposed driveways, parking spaces, and loading spaces. Indicate the direction of travel for one-way drives and inside radii for all curves. Note dimensions of driveways and parking spaces and list total number of parking spaces required and provided. Provide cross-section drawings of proposed curbs and sidewalks. Identify areas for snow storage/stacking.
 - H. Show the size, shape, location, height, and floor area of all existing and proposed new structures, and main and basement floor grades.
 - I. Existing and proposed grades, drainage systems, and structures with topographic contours at intervals not exceeding 2 feet.
 - J. Show any natural features such as wooded lots, mature vegetation, wetlands, floodplains, drainage ways, streams, and lakes or ponds with indication as to which are to be retained and which are to be removed or altered.
 - K. Show all existing and proposed new sign locations (approximate, if unknown at this time) for the site.
 - L. Show all existing and/or proposed septic systems, drain fields, tanks and wells if applicable.
 - M. Provide any additional site information as required by the Zoning Administrator or Designated Authorized Agent or the Plan Commission. *Attached* *Does Not Apply, Please state reason:*
5. **Vicinity Plan.** Show the location of the site in relation to the street system and neighborhoods. Label the land uses and ownership of adjacent properties.
 Attached *Does Not Apply, Please state reason:*

6. **Utilities Plan.**
- A. Show the size and location of all existing and proposed public and private utilities. Note which utilities are above and below ground.
 - B. The anticipated resident population contained within the project or number of employees anticipated to be generated by the project. Identify the estimated daily volumes or use of public utilities by the project.
 - C. Provide calculations to determine the projected demand for water including requested water meter size. Describe how new or existing mains will meet the projected demand.
 - D. If new impervious roof or parking surfaces will be added, provide storm water calculations to document that the existing storm-sewer system can properly dispose of the increased flows. Show any on-site retention systems that will be utilized to control the influx into the storm sewer. Describe how any onsite retention systems will be maintained following project completion.
- Attached Does Not Apply, no additional demand on water or sewer utilities are proposed.
7. **Fire Protection Plan.** Provide to the Ashland Fire Department: A digital copy (in a .dxf or .dwg format) the site and structure's layout, specifically:
- A. **Site Plan: (including):** Adjacent streets; property boundaries; building footprints; parking areas; driveways/internal streets; location of natural gas and electric connections to the building; location of hazardous materials storage areas; location of water utility service line & connection to building; locations of fire department connection, knox box, alarm panel, and annunciator panel.
 - B. **Building Floor Plan Layout: (including):** Exterior dimensions of the building; floor plan with room names & numbers identified (if applicable); doors; windows; stairways; location of hazardous materials storage areas; location of water utility service connection to the building; location of fire department connection, knox box, alarm panel, and annunciator panel.
8. **Landscaping, buffers, and screening.** A landscape plan illustrating the existing and proposed landscaping, buffers and screening (not addressed under a fencing plan – see # 9 below). Refer to the *Unified Development Ordinance 781, Section 6.4: Landscaping, Buffers, and Screening* for requirements and standards.
- Attached Does Not Apply, Please state reason:
9. **External Lighting Plan.** A lighting plan illustrating the all existing and proposed exterior lighting (include a spec sheet or description of types of lights proposed). Refer to the *Unified Development Ordinance 781, Section 6.7: Exterior Lighting* for requirements and standards.
- Attached Does Not Apply, Please state reason:
10. **Fencing Plan.** Show all proposed or required fencing locations, height, and fence type/s (include fence materials and color). Refer to the *Unified Development Ordinance 781, Section 6.5: Fences* for requirements and standards.
- Attached Does Not Apply, Please state reason:
11. **Architectural Plans.** These drawings and plans should show sufficient detail to indicate the architectural design and size of the proposed buildings, but all design details are not required at this stage.
- A. Architectural renderings and general floor plans for new buildings. Provide proposed finished elevation drawings of all affected sides of existing building(s).
 - B. Show all existing and proposed property lighting and attach the catalogue or website page of product.
 - C. Indicate existing and proposed materials and colors.
- Attached Does Not Apply, no new structures or additions are proposed
- Does Not Apply, no exterior changes to existing structure are proposed

12. **Erosion and Sediment Control Plan.** Prepare a plan that meets the performance standards and additional information as described in *Part 8: Section 8.2 of the Unified Development Ordinance 781*, and addresses pollution caused by soil erosion and sedimentation during construction and up to final stabilization of the site.

Attached Does Not Apply via Section 8.2: A 4 b of the Unified Development Ordinance 781

13. **Storm Water Management Plan.** Prepare a plan that meets the performance standards and additional information as described in *Part 8: Section 8.3 of the Unified Development Ordinance 781*.

Attached Does Not Apply via Part 8: Section 8.3: A 4 b of the Unified Development Ordinance 781

14. **Sustainability Consideration.** Provide information addressing the recommendations as described in *Part 1: Section 1.4 Integration of Principles of Sustainability, in the Unified Development Ordinance 781*.

15. **Additional Information** – Provide phasing plan, economic impact statement, and all other information as determined by the Plan Commission or City staff to establish compliance with *Section 3.20 of the Unified Development Ordinance 781* and other applicable City ordinances.

All information listed above is attached to this application unless otherwise marked "Does Not Apply." I understand that incomplete submittals may delay the processing of the application. I will apply separately for all proposed new signage, if applicable.

Applicant Signature Printed Name & Title Date

Property Owner Signature Printed Name Date

<i>The completed documents have been received by:</i>	
_____ City of Ashland Authorized Staff Member	_____ Date