



SITE PLAN REVIEW SHEET

Applicant Information (To be completed by applicant)

Name of Applicant	
Address of Applicant	
Property Address	
Zoning Designation	
Reviewed By	Kevin Catlin, Planning and Zoning Administrator
Date	
PC Meeting Date	

check

Site Plan Checklist (completed by applicant)

<input type="checkbox"/>	Ten copies submitted
<input type="checkbox"/>	The site plan presented is to be of minimum draftsman quality. A plot or sketch plan is unacceptable
<input type="checkbox"/>	The name, address and phone number of applicant.
<input type="checkbox"/>	Identification of present zoning.
<input type="checkbox"/>	A general written description of the proposed use of the development depicted in the plan.
<input type="checkbox"/>	The area of the parcel in question in square feet or acres.
<input type="checkbox"/>	The legal description of the site.
<input type="checkbox"/>	The property shall be identified by lot lines and location, including dimensions, angle and size of all lot and property lines to correlate with the legal description of the property. Such plan shall further show the relationship of the subject property to abutting property.
<input type="checkbox"/>	The site plan shall be of a scale of not less than 1" = 50' if the subject property is less than three (3) acres and 1" = 100' if three (3) acres or more.
<input type="checkbox"/>	Date, north point and scale.
<input type="checkbox"/>	The elevation of all finished floor grades.
<input type="checkbox"/>	The topography of site at 10' contours.
<input type="checkbox"/>	The height and square footage of all proposed and existing buildings together with the square footage of individual floor areas.
<input type="checkbox"/>	The location of all existing and proposed drives, parking areas and delivery/loading areas.
<input type="checkbox"/>	The location of site lighting, sidewalks, and signage, if any.
<input type="checkbox"/>	The location and right-of-way widths of all abutting streets and alleys.
<input type="checkbox"/>	Illustrate proposed open space, landscaping, screening, fencing, topographical changes, and other natural features.
<input type="checkbox"/>	Include copies of such earth change plans or permits as may be required by state law.
<input type="checkbox"/>	The location of surface water drainage and grading plan with storm water disposal on site, if there is no storm drainage.
<input type="checkbox"/>	Indicate applicant's intention to connect to public sanitary and water system or, if none, the location of proposed well and septic field and tank.
<input type="checkbox"/>	The location of screened opaque trash receptacles (minimum three (3) sides).
<input type="checkbox"/>	The names and addresses of the architect, planner, designer, engineer, or person responsible for the preparation of the site plan.



CITY OF Springfield

Building/Land/Parking Requirements (completed by zoning administrator)

	Ordinance Requirements	Existing Conditions	Proposed Conditions
Type/Use of Structure			
Parcel Area			
Building Height			
Front Set Back			
Side Yard Set Back			
Rear Yard Set Back			
Total Floor Area			
Total Lot Coverage			
Open Space			
Landscaping/Screening/Fencing			
Storm Water Drain			
Water/Sewer Location			
Trash Receptacle			
Number of Spaces			
Parking Surface			
Front Set Back			
Side Yard Set Back			
Rear Yard Set Back			
Maneuvering Lane Width			
Parking Space Width			
Parking Space Length			
Total Width One/Two Tier			

Staff Comments
