

PLAN NAME: _____ EFFECTIVE: August 8, 1994

CHECKLIST FOR MINOR SITE PLANS

Minor site plan can only be submitted if this form has been signed by authorized Planning Personnel.

All Minor Site Plan Applications must include the following information:

CEM CODE	Yes	No	N/A
FO 1. All property lines and the centerline of the State Road along the front of the site.			
FO 2. The entrance (curb cut) location including the distance to the nearest street intersection and sight distance.			
FO 3. Travelways (aisles) and parking spaces. Show dimensions. (The DCSM requires a dustless surface.)			
FO 4. All existing and proposed buildings to scale and labeled "existing" or "proposed."			
FO 5. Distances from the property line to the existing and proposed structures (front, back and side yards.)			
FO 6. Building height.			
FO 7. Any fences, noting the type of fence.			
FO 8. Any outside storage areas, including refuse removal. (Screening is required.)			
FO 9. Proposed sanitary and water facilities.			
FO 10. A letter of request for waiver of any of the above requirements must be submitted to the Director of the Office of Planning.			
FO 11. A letter explaining the intended use of the property should be submitted with the plan.			

Engineer/Surveyor Signature
Date

Office of Planning Authorized
Date

