



Town of Westlake
PD Site Plan Checklist

The following checklist is used by staff when reviewing submittals for conformance with PD Site Plans. Applicants should also use this checklist to ensure they have met and included the criteria listed below as well as requirements related to the PD area. This checklist is not a supplement to the codes & ordinances of the Town of Westlake.

Project Name: _____

Issue Date: _____

Address: _____

Reviewed by: _____

Check boxes where applicable.

Minimum Standards –

Land Use:

- Residential density does not exceed two units per gross acre for single family
- Residential density does not exceed 18 units per gross acre for multi-family use

Open Space Standards:

- Minimum of 20% of grass area devoted to open space
- Floodplains preserved and maintained as open space
- Significant stands of native trees and shrubs persevered and protected from destruction or alteration

Minimum Development Standards for Non-residential:

- Structures do not exceed the lower of 3 stories or 45 ft. above grade
- Drainage features integrated into the design of the development
- Drainage features contained within ponds and streams
- FAR does not exceed 0.3

Submittal Requirements –

Size:

- Sheet sizes are 30" x 42" or 24" x 36" at a scale of 1" = 100' or larger
- Site plans prepared by registered engineer, architect, or landscape architect

General Information:

- North arrow

- Total site acreage
- Submission date
- Scale (written and graphic)
- Vicinity map
- Names, addresses, telephone numbers of designer, engineer, developer, and owner
- A boundary survey of the site with the location of proposed land uses
- Adjacent subdivision names and property lines
- Adjacent land uses and structures

Structures:

- Locations, dimensions, and use of existing and proposed facilities
- Setback and separation distances between building sites
- Proposed construction type and façade material
- Proposed density of each use
- Proposed location of screening along public roadways

Streets and Sidewalks:

- Location and width of all rights-of-way and easements
- Location and dimensions of all pavement and curbing
- Location and width of all sidewalks
- Location and width of all ingress/egress points
- Location and width of all medians and median breaks
- Location of any special traffic regulation facilities

Off Street Parking and Loading:

- Number, location, and dimensions of spaces
- Type of surface material of parking facility
- Dimension of aisles, driveways, maneuvering areas, and curb return radii
- Distance between spaces and adjacent rights-of-way
- Location of all existing and proposed fire lanes and hydrants
- Proposed lighting diagram

Landscaping:

- Location and size of major tree groupings and existing hardwood trees of 6 in. caliper or greater, noting whether they are to be retained or removed
- Location and size of proposed plant materials, including paving with type and species of plant
- Number and type of each landscape element
- Height and type of all fencing and buffering
- Height of all planters, sculptures, and decorative screens
- Location and type of trash receptacle screening
- Location and type of lighting for streets, signage, and parking areas
- Location of visibility triangles where required

Drainage:

- Direction of water flow
- Quantity of on and off-site water generation
- Topographic contours at a minimum of 5 ft. intervals
- Points of concentrated water discharge
- Areas where special design and construction may be necessary due to slope or soil conditions
- Location and design of all water detention and drainage areas
- Drainage ways, creeks, and limits of the 100-year floodplain including location and acreage with a general plan for accommodating floodwaters and drainage

Service Plan:

- A preliminary drainage plan showing the size and location of each existing and proposed drainage way and retention or detention area
- The proposed method for providing water and sewer service
- Traffic impact analysis

Other Requirements:

- Monuments and Signage Plan
- Lighting Plan
- Tree Compliance and Tree Mitigation