



Site Plan Checklist

Planning and Development

****APPLICABLE TO ALL SITE PLANS****

Name of Project: _____

Applicant: _____

Property Owner(s): _____

Check boxes where applicable.

INITIAL SUBMITTAL REQUIREMENTS

- One (1) PDF set of plans and documents
- Completed Application
- Application Fees
- Traffic Impact Analysis (where required)
- Parking study (where required)
- Prepared by registered engineer, architect, or landscape architect
- Water, Storm, Sewer, Ductbank Plan
- Erosion Control Plan
- Parking Plan with Access Control
- Loading / Unloading areas

Site Plan Contents

- Cover page that shows:
 - Sheet index
 - Vicinity map
 - Title
 - Legal descriptions
 - Architect, Engineer, Developer, Owner, Town of Westlake information
- Corresponding plat of property
- Key map

Architectural Plans

- Site Plan
- Floor plans
- Roof plans
- 2D elevations of all sides
- Colored 3D renderings of all sides

Additional Plans

- Open Space Plan
- Landscape Plan
- Outdoor Lighting Plan with Photometrics
- Monument and Signage Plan

Civil Plans

- Site Plan and adjacent site plans
- Paving Plan
- Grading Plan
- Drainage Plan



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DETAILED REQUIREMENTS

Minimum Standards

Open Space

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

Residential Standards

- 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

Nonresidential Standards

- Structure 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

Plan Details

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



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Street 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



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Geotechnical:

- Geotechnical report on soils, subsurface and drainage that demonstrates conformity with the Town's Comp Plan
- 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

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