



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

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

- ☐ Water, Storm, Sewer, Ductbank Plan
- ☐ Erosion Control Plan
- ☐ Parking Plan with Access Control
- ☐ Loading / Unloading areas

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