



Project Name/Address: _____ Date: _____

SITE PLAN CHECKLIST

Complete Replat Package Includes:

- This Site Plan Checklist Form
- Planning Commission Application
- 4 Copies of the Site Plan, 18"x24"
- Reduced Copy of Site Plan, 8 ½"x11"
- Electronic (PDF) Set of Plans

The following information **MUST** be included with all Site Plans submitted for review and processing in order to constitute a complete Site Plan Package. Incomplete applications will not be processed. All applicable requirements will be strictly enforced.

Please check the following items to ensure the plat has complied with the City of Louisville's Site Plan Requirements. These are the minimum requirements. The surveyor is responsible to provide any and all other information that is pertinent to site plan. All items must be checked unless an item is not applicable to this particular project; whereas, "N/A" should be written beside the box. Failure to include all applicable items will constitute an incomplete submittal.

Site Plan Requirements

- All drawings prepared for submission shall be prepared by a professional and bear their professional seal, unless a simple project.
- Name, address and phone number of owner and/or applicant
- Name, address, telephone number and State of Ohio registration number of the registered surveyor, city planner, landscape architect or professional engineer who prepared the Site Plan
- Name, address and telephone number of the builder
- Proposed name of site, subdivision name, original lot or parcel number, street address
- The proposed use of the site
- The legend of the Site Plan drawing shall indicate on each page a north arrow, date of preparation, the Ohio State Plane Coordinate Grid, and scale
- The vicinity map
- Description of the existing lot to be developed, including exact dimensions and total acreage
- The use and ownership of adjacent properties, and the location of structures, drives and other physical features within fifty (50) feet of the site boundary, including the distance to the nearest street intersection
- The relationship of the proposed development site to existing community facilities which serve or influence it, including:** Existing and proposed main traffic arteries; Shopping facilities; Schools; Parks and playgrounds; Any other significant community features

Natural features, including: Approximate direction and gradient of ground slope including any embankments or retaining walls and the delineation of existing drainage patterns, floodways and floodplain, or any other existing watercourses or water bodies that appear on 1:24,000 U.S.G.S. maps; and wetlands; Identification of unique vistas; The location and specifications for all significant existing vegetation.

Man-made features, including: Location, length, width, square footage, and height of all existing buildings and structures, fuel tanks, fences and walls, landscape beds, power lines and poles, telecommunication towers, flagpoles, bulkheads, docks, transformers, air conditioners, generators and such similar equipment. Zoning of the property, including zoning district lines where applicable, and lot size and front, rear, and side yard setback requirements. Areas of known or potential historical, archaeological, or cultural significance.

Proposed changes to the site, including:

- Drainage plans;
- Proposed architectural elevation drawings of the site for new buildings or exterior remodeling of existing buildings;
- Proposed location, length, width, square footage, and height of buildings, structures, power lines and poles, telecommunication towers, flagpoles, bulkheads, docks, transformers, air conditioners, generators and such similar equipment proposed to be erected.
- The intended use, the proposed number of rooms, dwelling units, occupants, employees and other uses;
- Traffic flow and its relation to abutting streets and the locations and dimensions of all proposed service roads, driveways, sidewalks, and parking areas.
- The yard area and acreage of open space to be conserved;
- The total square footage of all existing and proposed impervious area on the site;
- The location and specifications for all natural features to be conserved, altered, or impacted by the development;
- Proposed perimeter and internal landscaping beds, or construction of other devices (such as walls, fences)
- Proposed outside lighting;
- Scale drawings of all signs requiring permits, together with an indication of the location, dimensions, materials, illuminating characteristics and design for existing and/or proposed signs on the property;
- The location and dimensions of proposed trash receptacles and screening;
- Evidence that the responsible health authority has approved the proposed sanitary sewage disposal facilities for the use for which the zoning certificate has been requested;
- Erosion and sediment control measures;
- The location and dimensions of all recreational areas;
- Project completion schedule;

- Demonstration that project meets minimum standards that ensure that public facilities and services needed to support development are available concurrently with the impacts of such development;
- Any other pertinent data as may be necessary to determine and provide for the enforcement of this Zoning Ordinance.

The Engineering and Planning Departments will review the site plan. If there are any comments, the applicant will receive the comments by email and mail. Three copies of the revised site plan must be submitted with a response letter addressing each comment.

Cost of engineering reviews to be paid by: _____

Name & Address: _____

If applicable, does this site plan need to have an emergency clause? YES NO N/A

If yes, please state reason: _____

I do hereby attest that all above applicable items have been incorporated into the site plan. I understand that failure to include all applicable items will constitute an incomplete submittal, which in turn will not be processed.

Signature of Applicant

Date