

Due 14 days prior to scheduled Planning Commission meeting

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**SITE PLAN SUBMITTAL CHECK LIST**

Name of Development: \_\_\_\_\_

Location \_\_\_\_\_ Zoning District: \_\_\_\_\_

Name and Address of Owner of Record  
\_\_\_\_\_

Tax Map &amp; Parcel Number(s) \_\_\_\_\_

Engineer/Designer \_\_\_\_\_

Contact Number \_\_\_\_\_

Date submitted for approval \_\_\_\_\_ Fee due \$ \_\_\_\_\_

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**CHECKLIST: FAILURE TO CHECK OR INDICATE N/A SHALL RESULT IN APPLICATION BEING REJECTED**

\_\_\_\_\_ Prior to submittal deadline provide six (6) copies for staff final review date \_\_\_\_\_.

\_\_\_\_\_ Scale of 1" – 100'.

\_\_\_\_\_ Name and address of the development.

\_\_\_\_\_ Name, address and telephone number of the applicant, owner of record and preparer of the site plan.

\_\_\_\_\_ Present zoning of the site and abutting properties.

\_\_\_\_\_ Date, graphic scale and north point with reference to source of meridian.

\_\_\_\_\_ Courses and distances of center of all streets and all property lines, setback lines, property restricting lines, easements, covenants reservations and right of way.

\_\_\_\_\_ Total land area.

\_\_\_\_\_ Topography of the existing ground and paved areas and elevations in relation to mean sea level of streets, alleys, utilities, sanitary and storm sewers and building and structures topography to be shown by dashed line illustrations 5-foot contours and by spot elevation where necessary to indicate flat areas.

\_\_\_\_\_ Signed certification as to the accuracy of the plan by a licensed architect, surveyor, or engineer.

\_\_\_\_\_ A certificate with a space for a signature and date, which states that the site plan has been approved by either the planning commission or the board of zoning appeals whichever is applicable to the type of use that is requested.

\_\_\_\_\_ A detailed landscaping, screening, fencing and lighting plan if applicable.

\_\_\_\_\_ A detailed signage plan if applicable.

\_\_\_\_\_ Submitted an electronic copy of the plat or site plan to city GIS department.

The location, dimensions, site and height of the following when existing/proposed:

- \_\_\_\_\_ Sidewalks, streets, alleys, easements and utilities.
- \_\_\_\_\_ Buildings and structures (to include height in stories and feet, gross floor area in square feet for individual buildings and total for all buildings, and gross land area covered by all buildings).
- \_\_\_\_\_ Use of buildings and land.
- \_\_\_\_\_ Public waste water systems.
- \_\_\_\_\_ Slopes, terraces and retaining walls.
- \_\_\_\_\_ Driveways, entrances, exits, parking areas, parking drives and sidewalks.
- \_\_\_\_\_ Water mains and fire hydrants.
- \_\_\_\_\_ Trees and shrubs.
- \_\_\_\_\_ Recreational areas and swimming pools.
- \_\_\_\_\_ Natural and artificial water courses.
- \_\_\_\_\_ Limits of flood plains.
- \_\_\_\_\_ Landscaping, screen and fencing.
- \_\_\_\_\_ Signage.

Estimates of the following when applicable:

- \_\_\_\_\_ Number of dwelling units.
- \_\_\_\_\_ Number of parking spaces, provide sic code to help determine.
- \_\_\_\_\_ Number of loading spaces.
- \_\_\_\_\_ Number of commercial or industrial tenants and employees.
- \_\_\_\_\_ Number of commercial or industrial tenants and employees.
- \_\_\_\_\_ Plans for collecting storm water and methods of treatment of natural and artificial watercourses including a delineation of limits or flood plains, if any.
- \_\_\_\_\_ Proposed grading, surface drainage terraces, retaining wall heights, grades on paving area, and ground flood elevations of proposed building structures, proposed topography of the site shall be shown by 5 foot contours.

Note: If approved, a site plan approved by the municipal Planning Commission or the Board of Zoning Appeals shall lapse unless a building permit, based thereon, is issued within **1 year** from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

Date Staff Review Complete: \_\_\_\_\_, 20\_\_\_\_

Signature signifies all requirements have been met and are on the plan submittal.

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Signature

**Note: This application form is designed to give the applicant general guidelines to the submission process; however, the applicant is responsible for all requirements detailed in the municipal and regional zoning and subdivision regulations. Many of these ordinances/resolutions are available via the City of Union City website or contact codes enforcement for further information.**