

## SITE PLAN REVIEW CHECKLIST

Project Name:	Date:	Notes
<b>(a)</b> Existing and Proposed Lot Lines (property lines).		
<b>(b)</b> The zoning of adjacent lots.		
<b>(c)</b> The names of owners of adjacent lots.		
<b>(d)</b> Rights-of-way of existing and proposed streets, including streets shown on the adopted Thoroughfares Plan.		
<b>(e)</b> Existing and Proposed Access ways, curb cuts, driveways and parking (including number of parking spaces to be provided) and loading areas.		
<b>(f)</b> All existing and proposed easements and rights-of-ways, existing and/or to be dedicated.		
<b>(g)</b> All existing and proposed water and sanitary sewer lines; also, the location of all existing and proposed fire hydrants.		
<b>(h)</b> A drainage plan showing all existing and proposed storm drainage facilities. The drainage plan shall indicate adjacent up-stream drainage basin(s) and through-site drainage courses and projected storm water volumes from off-site and on-site sources, as required by the City's Flood Prevention Ordinance and Storm water Detention Ordinance.		
<b>(i)</b> Show BFE as required by the City's Flood Prevention Ordinance. Floodplain zone designations according to maps prepared by the Federal Emergency Management Agency, National Flood Insurance Program (NFIP) or latest data available, and any proposed floodway modifications.		
<b>(j)</b> Landscaped areas and planting screens when required by An Ordinance Establishing Minimum Landscape Requirements for the City of Madison, Mississippi.		
<b>(k)</b> Building lines and the location of all structures, existing and proposed above and below ground.		
<b>(l)</b> Proposed uses of the land and buildings.		
<b>(m)</b> Existing Contours at vertical intervals of two (2) feet or less based on National Geodetic Vertical Datum (NCVD) plus proposed finish grade contours as required by the Landscape Ordinance.		
<b>(n)</b> Open space and recreation areas, when required.		
<b>(o)</b> Area (in square feet and/or acres) of parcel.		
<b>(p)</b> Proposed gross lot coverage by buildings and structures.		
<b>(q)</b> Location of sign structure.		
<b>(r)</b> Existing and proposed lighting. Provide fixture cut-sheet and photometrics. Style to be approved by the Mayor and Board of Aldermen.		
<b>(s)</b> A "development plan" (see Section 10-2709.02 when staging of development is proposed.)		
<b>(t)</b> Traffic study if deemed necessary by the Zoning Administration and/or the City Engineer.		
<b>(u)</b> Location map.		
<b>(v)</b> Exterior elevations/colors. Showing all sides of building.		
<b>(w)</b> Scale of drawings both by written scale and graphic scale.		
<b>(x)</b> North arrow.		
<b>(y)</b> Any additional data necessary to allow for a thorough evaluation of the proposed use.		
<b>(z)</b> Dumpster location and screening.		
<b>(aa)</b> A/C location and screening.		
<b>(bb)</b> Planting plan prepared by a licensed landscape architect or approved landscape designer, showing plant location size and quantity. Include plant matrix. (See example attached).		
<b>(cc)</b> Furnish electronic files of the site layout, grading and planting plans in an AutoCAD 2004 format. Be sure to include all reference files. Email is acceptable.		
<b>(dd)</b> Conceptual Sign package for approval.		
_____	_____	
Signature of Applicant	Date	
_____		
Community Development		