



CEDAR SPRINGS SITE PLAN REVIEW APPLICATION CHECKLIST

See Section 50-48 of the Cedar Springs Zoning Ordinance for actual language

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The following materials shall be submitted as part of a request for site plan review. Certain information may be specifically waived by the Planning Commission or Zoning Administrator as may be applicable: (Please check when complete.) It is strongly suggested that you meet with the City Manager/Zoning Administrator prior to the submission of a site plan application.

- A completed application form.
- Proof of ownership, option to purchase or other evidence of the applicant's interest in the subject property.
- A written project description detailing the existing use of the site and the proposed use, buildings and site improvements.
- An electronic version of the site plan and all other items submitted in a form acceptable to the City.
- An accurate, reproducible drawing at a scale of not more than one inch = 50 ft. for a site of less than three total acres and not more than one inch = 100 ft. for a site of three or more acres.

The Site Plan Shall Include:

A title block containing:

- the project name, if any.
- the name, address and telephone number of the applicant.
- the name, address, telephone number and seal of the professional individual who prepared the site plan.
- the dates of submission and any revisions to the site plan.

Property Information

- Scale and north arrow.
- A locational diagram of the site drawn to scale.
- A legal description of the subject property.
- The net acreage (minus right-of-way) and total acreage.
- The land uses and zoning classifications of adjoining parcels and parcels located across the street.
- The location and dimensions of proposed and/or existing lot lines.
- All required building setbacks.
- Existing contour lines at five feet intervals on site and for a distance of 50 feet on adjacent parcels.
- The location and elevations of existing water courses and water bodies, including county drains and manmade surface drainage ways, 100-year floodplains and all wetlands and other unbuildable areas.
- The location and type of significant vegetation, including woodlots and individual trees of six inches in diameter or greater.

Building and Land Use Information

- ___ The location and set backs of all on-site existing and proposed buildings, as well as the length, width, height, total square footage and use of each building and distances between structures and lot lines.
- ___ The location and use of all off-site buildings or structures within 100 feet of the subject property.
- ___ Building façade elevations for all sides of all proposed buildings, drawn at an appropriate scale and descriptions of exterior building materials and colors (samples may be required.) See Sec. 40-463
- ___ The proposed location of accessory structures, buildings and uses and of the method of screening, where applicable.

Streets, Vehicle and Pedestrian Circulation, and Parking

- ___ The name, location, dimensions and associated right-of-way of all existing and proposed on-site and adjoining off-site streets (public or private,) and typical cross section of same (cross section shall show location and typical details of curbs, location, dimensions, tapers or lanes the location, width, surface elevations, radii and grade of all access points to the site and for proposed streets, surface, base and sub-base materials.
- ___ All driveways within 200 feet of the site on both sides of the street.
- ___ The information necessary to demonstrate that the driveway spacing standards of Section 40-520 will be met.
- ___ The location, design and number of all parking spaces and unloading areas, including information on proposed curbing, barrier-free access design and dimensions for parking spaces, circulation aisles and unloading spaces. Calculations to demonstrate compliance with the required number of parking spaces shall be provided. See Sec. 40-511.
- ___ The location and design of all existing and proposed sidewalks, walkways, bicycle paths and areas for public use. See Sec. 40-464.

Lighting

- ___ The location, height and type of fixture of all exterior lights including building lights. Lights shall be designed and placed to avoid light spillover onto adjacent properties and roadways. See Sec. 40-513(c)
- ___ Site Plan requirements of Sec. 40-632 of the City's code of ordinances

Utilities, Grading, Storm water Management

- ___ The location, design, sizing and easements related to all existing and proposed utility systems to be located on the site, above and below ground, including, but not limited to:
 - ___ electric, telephone and gas distribution lines.
 - ___ water mains, fire hydrants and well sites.
 - ___ storm sewer lines
 - ___ sanitary sewer lines.
 - ___ septic systems, if applicable.
- ___ retention and detention areas (inverts, hydrants, drainage flow patterns, locations of manholes and catch basins, calculations for size of storm drainage facilities, underground tanks and transportation pipelines.
- ___ The grading plan showing finished contours at a minimum interval of five feet and correlated with existing contours so as to clearly indicate cut and fill required.
- ___ The description of measures to be taken to control soil erosion and sedimentation during and after completion of grading and construction operations.

Landscaping *See Section 40-447*

- ___ Number of plants, type, size, location and spacing for:
 - ___ Greenbelts;
 - ___ Front yard along all streets abutting property;
 - ___ Parking lots including landscaping within islands and on perimeter;
 - ___ Computations for all required landscaping;
 - ___ Berms, walls and fences;

Waste Disposal

- ___ The location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities. *See Sec. 40-462*

Residential Developments

- ___ The total number of residential units proposed by type (e.g., 1-bedroom units, 2-bedroom units, etc.)
- ___ Floor area per unit for each type of unit.
- ___ Proposed density calculations for the completed project (dwelling units per acre.)
- ___ Location, use, dimensions and elevations of all common or community buildings
- ___ Garage and/or carport locations and details
- ___ Location, type, size and dimensions of the recreation and open space areas.

Signs

- ___ The location, size and specifications of all signs including signs to be placed on buildings. A separate sign permit is required. *See Section 40-540*

Additional information may be required by the Zoning Administrator, Engineer, Planner or the Planning Commission to adequately evaluate the proposed development or use and its effects on the City and surrounding properties.