



Final Site Plan Engineering Construction Plan Review Application

File Name: _____

Date Stamp

File Number: _____

An application for a final site plan departmental review is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No applications will be accepted/processed if violations exist or if any fees are owed to the City.

FINAL SITE PLAN DEPARTMENTAL REVIEW CHECKLIST

REQUIRED ITEMS (The applicant is to indicate with a check that each of the items below is included. If an item is not applicable, indicate N/A.)

- I. Land Use Application Cover Sheet.
- II. Three folded 24" x 36" copies of the site plans. The plans shall include the items listed below. Provide the plans in digital format (PDF preferred).
- III. A title sheet with complete index of sheets; site data; general notes; vicinity and location maps; legend; owner, developer, surveyor or engineer, and wetland (where applicable) certification statements; and City and City Engineer approval signature statements.
- IV. Record plat with metes and bounds, including certification statements, City approvals statements, site data, general notes, legend, and the drawing at a minimum scale of 1" = 50'. If the site will not fit on one 24" x 36" sheet at the minimum scale, a separate key map sheet shall be provided in front of the record plat.
- V. Construction improvement plans at a minimum scale of 1" = 50'. If the site will not fit on one 24" x 36" sheet at the minimum scale, a separate key map sheet shall be provided in front of the construction plans. Provide individual plans which show information related to specific aspects of the proposed improvements. Typical plans which will normally be a part of this set include a demolition plan where applicable; a plan which defines the paving improvements, including the parking spaces and signage; an entrance improvements plan; a plan which shows the utilities, including proposed water, sewer, and storm sewer; a grading plan which provides proposed and existing contours and spot elevations; stormwater management and erosion & sediment control plans; a plan or plans which include all details relevant to the project; a lighting plan which includes a foot candle analysis, light, light pole, and light pole foundation details; and a landscape plan, including site triangles. In addition to the items required on the preliminary site plans, the construction plans shall include:
 - A. Existing conditions plan at a minimum scale of 1" = 50', which shall include existing street right-of-way and edge of paving lines, sidewalk, and curb; street names and route numbers, dimensioned right-of-way and paved widths; the entity responsible for maintenance; roadside swales; adjoining parcels; existing utilities, including water sewer storm sewer, electric, gas, etc.; existing buildings, wooded areas, 100 year flood plain, State and federal wetlands delineated with wetland flagging in accordance with DNREC requirements, source water protection area, etc.
 - B. Proposed building footprint(s) with footprint area(s) and finished floor elevations.
 - C. All required utility appurtenances such as meter pits, cleanouts, hydrants and fire flow vaults (where applicable).

Applicant	For Staff Use ONLY	
	Verified	Waived

