



# CITY OF WINCHESTER, VIRGINIA

Rouss City Hall  
15 North Cameron Street  
Winchester, VA 22601  
540-667-1815  
TDD 540-722-0782

## SITEPLAN CHECKLIST

(revised March 2006)

**NOTE: A completed Checklist is required for all site plans submitted to the City's Planning Department.**

This is a generalized list of requirements extracted from the Zoning Ordinance. Not all requirements may be applicable to every application. Additional requirements may apply to specific types of development or changes of use. Consult a current copy of the Zoning Ordinance.

### BACKGROUND INFORMATION:

Site Plan Title \_\_\_\_\_

Location \_\_\_\_\_

Zoning District ....: \_\_\_\_\_ Historic District -- BAR Case # \_\_\_\_\_

Corner Lot (Y/N)...: \_\_\_\_\_ Minimum Lot Area ...: \_\_\_\_\_

Minimum Lot Width ..: \_\_\_\_\_

#### Required Setbacks

Front .....: \_\_\_\_\_ Side .....: \_\_\_\_\_

Corner side .....: \_\_\_\_\_ Rear .....: \_\_\_\_\_

Height Limit .....: \_\_\_\_\_

Grandfathering claimed \_\_\_\_\_

Any existing Ordinance violations \_\_\_\_\_

Any waivers requested \_\_\_\_\_

### SITE PLAN SPECIFICATIONS (19-3 & 19-4)

YES NO N/A

- \_\_\_\_ Scale (19-4-2)
- \_\_\_\_ Scale not less than 1:50 (19-3-1)
- \_\_\_\_ 24"x36" sheet size (19-3-2)
- \_\_\_\_ Match lines provided for plans on more than one sheet (19-3-3)
- \_\_\_\_ Horizontal dimensions in feet and decimals of feet to the closest 1/100th of a foot (19-3-4)
- \_\_\_\_ Project title (19-4-1)
- \_\_\_\_ Developer's name (19-4-1)
- \_\_\_\_ Certified by licensed surveyor, architect or professional engineer licensed to practice in the Commonwealth of Virginia (within limits of license) (19-4)
- \_\_\_\_ Director of Planning signature block in lower right hand corner (19-4-1)
- \_\_\_\_ Northpoint (19-4-2)
- \_\_\_\_ Date and revision dates (19-4-2)
- \_\_\_\_ Vicinity map (19-4-2)
- \_\_\_\_ Existing zoning and district boundaries (19-4-3)
- \_\_\_\_ Adjoining property zoning, current use and owner information (19-4-4)
- \_\_\_\_ Boundaries of property involved by bearings and distances certified by a land surveyor licensed to practice in the Commonwealth of Virginia (19-4-5)

CITY OF WINCHESTER SITEPLAN CHECKLIST

**EXISTING FEATURES (18-13 & 19-4)**

YES NO N/A

- \_\_\_ \_\_\_ \_\_\_ Property lines (19-4-6)
- \_\_\_ \_\_\_ \_\_\_ Streets (19-4-6)
- \_\_\_ \_\_\_ \_\_\_ Buildings (19-4-6) (show what is to be demolished/retained)
- \_\_\_ \_\_\_ \_\_\_ Watercourses, waterways, lakes, (19-4-6)
- \_\_\_ \_\_\_ \_\_\_ Other physical features in or adjoining the project (19-4-6)
- \_\_\_ \_\_\_ \_\_\_ Topography with contour interval of two (2) feet or less (19-4-7)
- \_\_\_ \_\_\_ \_\_\_ Location of all trees with a caliper of 6 inches or greater (19-4-12)
- \_\_\_ \_\_\_ \_\_\_ Location, size, and type of all trees in right of way and adjacent to project (19-4-12)
- \_\_\_ \_\_\_ \_\_\_ Flood Plain Boundaries
- \_\_\_ \_\_\_ \_\_\_ Drainage patterns shown (18-13-1)

**UTILITY LOCATIONS AND EASEMENTS (19-4-8)**

- \_\_\_ \_\_\_ \_\_\_ Sanitary sewers (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ Storm Sewers (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ Gas lines (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ Water mains (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ Culverts (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ Other underground structures in or effecting the project (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ Easements (19-4-8)

**PROPOSED FACILITY LOCATIONS, IMPROVEMENTS, AND STANDARDS (18-13, 19-4 & 19-5)**

---

**UTILITY LOCATIONS AND EASEMENTS (19-4-8)**

- \_\_\_ \_\_\_ \_\_\_ Sanitary sewers (19-4-8) (see Public Utilities Standards and Specifications)
- \_\_\_ \_\_\_ \_\_\_ Storm Sewers (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ Gas lines (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ Water mains (19-4-8) (see Public Utilities Standards and Specifications)
- \_\_\_ \_\_\_ \_\_\_ Culverts (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ Other underground structures in or effecting the project (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ Easements (19-5-4)
  - ~ Minimum width 20 feet (19-5-4)
  - ~ Edge of easement 5 feet clear of outside pipes (19-5-4)
  - ~ Easement 5 feet from any buildings (19-5-4)

**STORM WATER MANAGEMENT**

- \_\_\_ \_\_\_ \_\_\_ Drainage patterns shown (18-13-1)
- \_\_\_ \_\_\_ \_\_\_ Storm water handling provisions and schedule
  - ~ Ditches (19-4-16)
    - Location (19-4-16)
    - Size (19-4-16)
    - Type (19-4-16)
    - Grade (19-4-16)
    - Connection to existing drainage system (19-4-16)
  - ~ Catch basins & Inlets (19-4-16)
    - Location (19-4-16)
    - Size (19-4-16)
    - Type (19-4-16)
    - Elevations: Rim, Invert In, Invert Out (19-4-16)
  - ~ Pipes (19-4-16)
    - Location (19-4-16)
    - Size (19-4-16)
    - Type (19-4-16)
    - Slope (19-4-16)
    - Connection to existing drainage system (19-4-16)

CITY OF WINCHESTER SITEPLAN CHECKLIST

**STREETS** (18-6, 19-4 & 19-5)

YES NO N/A

- \_\_\_ \_\_\_ \_\_\_ Location, type and size of ingress and egress to site (19-4-9)
- \_\_\_ \_\_\_ \_\_\_ Street and highway construction standards and geometric design standards in accordance with Subdivision Ordinance (19-5-1)
- \_\_\_ \_\_\_ \_\_\_ Cul-de-sac designed in accordance with Subdivision Ordinance 19-5-3)
  - \_\_\_ \_\_\_ \_\_\_ ~ Length (19-5-3)
  - \_\_\_ \_\_\_ \_\_\_ ~ Radius (19-5-3)
- \_\_\_ \_\_\_ \_\_\_ Location, dimensions and character of construction of proposed public and/or private streets (19-4-9)
- \_\_\_ \_\_\_ \_\_\_ Location, dimensions and character of construction of proposed alleys (19-4-9)
- \_\_\_ \_\_\_ \_\_\_ Location, dimensions and character of construction of proposed driveways (19-4-9)
- \_\_\_ \_\_\_ \_\_\_ For proposed intersections with existing streets, both edges of existing pavement surface of curb and gutter shown for 50 feet or the length of connections whichever is greater (19-4-10)
- \_\_\_ \_\_\_ \_\_\_ Driveway spacing standards met (18-6-3.6a and 18-6-3.6b)
- \_\_\_ \_\_\_ \_\_\_ Traffic control sign locations (19-4-20)
- \_\_\_ \_\_\_ \_\_\_ Pavement markings
- \_\_\_ \_\_\_ \_\_\_ Disabled ramps installed per VDOT standards for right of way or ADAAG 4.7
  - \_\_\_ \_\_\_ \_\_\_ ~ Detectable warning surface for ADAAG Ramps (ADAAG 4.29)

**OFF-STREET PARKING, LOADING AND WALKWAYS** (18-6, 19-4 & 19-5)

YES NO N/A

- \_\_\_ \_\_\_ \_\_\_ Location (19-4-11)
- \_\_\_ \_\_\_ \_\_\_ Surfacing- 2" Bituminous concrete or better (18-6-3.5 & 19-4-11)
- \_\_\_ \_\_\_ \_\_\_ Continuous curbing- provide detail and dimension curb lengths and radii (18-6-2.3)
- \_\_\_ \_\_\_ \_\_\_ Driveway width (19-4-11)
- \_\_\_ \_\_\_ \_\_\_ Off-street loading required/provided (18-6-7)
- \_\_\_ \_\_\_ \_\_\_ Loading spaces 10'x25'x15' height (18-6-2.2)
- \_\_\_ \_\_\_ \_\_\_ Shopping Cart corral locations depicted and accounted for in parking calculations
- \_\_\_ \_\_\_ \_\_\_ Fire Lanes and markings
- \_\_\_ \_\_\_ \_\_\_ Fire Equipment access and turning radii

**OFF-STREET PARKING**

- \_\_\_ \_\_\_ \_\_\_ Parking not located within 5' of rear or side property lines if adjacent zoning is non-residential, and not within 15' of rear or side property lines if adjacent zoning is residential (18-6-3.2)
- \_\_\_ \_\_\_ \_\_\_ Schedule of required versus provided spaces itemized by use group (18-6-5.1 & 19-4-11)
- \_\_\_ \_\_\_ \_\_\_ Disabled parking (ADAAG 4.1.2, A4.6)
  - \_\_\_ \_\_\_ \_\_\_ ~ Van accessible parking space (ADAAG 4.1.2, A4.6)
  - \_\_\_ \_\_\_ \_\_\_ ~ Accessible route from parking to building (ADAAG 4.1.2, A4.6)
- \_\_\_ \_\_\_ \_\_\_ Angle of stalls (19-4-11)
- \_\_\_ \_\_\_ \_\_\_ Width of aisles (19-4-11 & 18-6-2.4)
- \_\_\_ \_\_\_ \_\_\_ Parking spaces 9'x18' (except disabled) (18-6-2.4)
- \_\_\_ \_\_\_ \_\_\_ Parking delineated by striping/wheel blocks (18-6-3.4)
- \_\_\_ \_\_\_ \_\_\_ Head to head parking w/o at least a 4' wide curbed median requires 20' deep stalls (18-6-2.4)
- \_\_\_ \_\_\_ \_\_\_ 9' curbed landscaped area at end of rows (19-5-6.4c)
- \_\_\_ \_\_\_ \_\_\_ 10' wide curbed median every 6th row (19-5-6.4c)
- \_\_\_ \_\_\_ \_\_\_ 3' separation from any site feature more than 6" above or below parking lot pavement elevation (18-6-2.3)
  - \_\_\_ \_\_\_ \_\_\_ ~ Detail of 3-foot separation provided on plan- *detail available from Planning Dept* (19-4-22)
- \_\_\_ \_\_\_ \_\_\_ Standing spaces 9'x18' (18-6-2.6)
- \_\_\_ \_\_\_ \_\_\_ Standing space schedule required versus provided (18-6-8.1)

**SIDEWALKS AND PEDESTRIAN WALKWAYS** (19-5 & 18-9)

- \_\_\_ \_\_\_ \_\_\_ Safe and convenient access within the site (19-5-5 & 18-9-2.4)
- \_\_\_ \_\_\_ \_\_\_ ADA Accessible route (bldg entry to street) with ramp slopes and spot elevations of landings shown
- \_\_\_ \_\_\_ \_\_\_ Disabled ramps installed per VDOT standards for right of way or ADAAG 4.7
- \_\_\_ \_\_\_ \_\_\_ Detectable warning surface for ADAAG Ramps and hazardous vehicular travel areas (ADAAG 4.29)

CITY OF WINCHESTER SITEPLAN CHECKLIST

**PROPOSED BUILDINGS AND STRUCTURES** (19-8, 18-9, 18-10, 18-12, 18-21 & 19-4)

YES NO N/A

**MAIN**

- \_\_\_ \_\_\_ \_\_\_ Location tied down to property boundaries (19-4-14)
- \_\_\_ \_\_\_ \_\_\_ Number of stories including mezzanines (19-4-14)
- \_\_\_ \_\_\_ \_\_\_ Height- also height and clearance of canopies, porte-cocheres, porches (19-4-14)
- \_\_\_ \_\_\_ \_\_\_ Dimensions- also dotted line annotating of overhangs (19-4-14)
- \_\_\_ \_\_\_ \_\_\_ Use annotated by gross floor area including basements (19-4-14)
- \_\_\_ \_\_\_ \_\_\_ Number, size and type of dwelling units specified (19-4-14)
- \_\_\_ \_\_\_ \_\_\_ ~ RB-1 District, Minimum average floor area per-unit is 450 sqft, with the absolute minimum of 400 sqft. (7-3-1.2)
- \_\_\_ \_\_\_ \_\_\_ ~ B-1 District, Minimum average floor area per-unit is 425 sqft, with the absolute minimum of 350 sqft. (9-3-1)
- \_\_\_ \_\_\_ \_\_\_ Finished floor elevations (19-4-14)
- \_\_\_ \_\_\_ \_\_\_ Street addresses-consult Planning Department for new addresses (19-4-14)
- \_\_\_ \_\_\_ \_\_\_ Constructed before accessory structures (18-10-7)

**ACCESSORY**

- \_\_\_ \_\_\_ \_\_\_ Not located in front or side yard (18-10-1)
- \_\_\_ \_\_\_ \_\_\_ Not more than 30% of rear yard (18-10-6)
- \_\_\_ \_\_\_ \_\_\_ Location tied down to property boundaries (19-4-14)
- \_\_\_ \_\_\_ \_\_\_ Height (18-10-2 & 19-4-14)
- \_\_\_ \_\_\_ \_\_\_ Dimensions (19-4-14)

**SOLID WASTE RECEPTACLES** (19-4-15)

- \_\_\_ \_\_\_ \_\_\_ Location - unobstructed access for pickup (19-4-15)
- \_\_\_ \_\_\_ \_\_\_ Detail of concrete pad and enclosure; Pad should extend 10'x10' in front of the receptacle (19-4-15)
- \_\_\_ \_\_\_ \_\_\_ Screening equal or higher than receptacle (19-4-15)
- \_\_\_ \_\_\_ \_\_\_ Landscaping around perimeter of receptacle (19-4-15)
- \_\_\_ \_\_\_ \_\_\_ Opaque gates if visible from public or private street or alley (19-4-15)

**SIGNS** (19-4-20 & 18-8)

- \_\_\_ \_\_\_ \_\_\_ Location- 5' separation from right-of-way line for freestanding signs in certain districts (19-4-20 & 18-8)
- \_\_\_ \_\_\_ \_\_\_ Character- if illuminated, show underground electric service connection (19-4-20)
- \_\_\_ \_\_\_ \_\_\_ Size (19-4-20)
- \_\_\_ \_\_\_ \_\_\_ Height (19-4-20)
- \_\_\_ \_\_\_ \_\_\_ Orientation (19-4-20)

**OTHER**

- \_\_\_ \_\_\_ \_\_\_ Retaining Walls (18-9-2.7, 18-10, 19-4-13,)
  - \_\_\_ \_\_\_ \_\_\_ ~ Location (19-4-13)
  - \_\_\_ \_\_\_ \_\_\_ ~ Height (19-4-13)
  - \_\_\_ \_\_\_ \_\_\_ ~ Type and material (19-4-13)
- \_\_\_ \_\_\_ \_\_\_ Proposed finished grades by contour and spot elevations (19-4-18)
- \_\_\_ \_\_\_ \_\_\_ Total Project Area calculation provided. (18-21-1)
- \_\_\_ \_\_\_ \_\_\_ Visual obstructions at corners (18-12-1)
- \_\_\_ \_\_\_ \_\_\_ Streams preserved in natural condition (19-5-7)

**LANDSCAPING AND OPEN SPACE** (18-20, 19-4 & 19-5)

YES NO N/A

- \_\_\_ \_\_\_ \_\_\_ Location and dimensions of proposed recreation, open space, and required amenities and improvements (19-4-21)
- \_\_\_ \_\_\_ \_\_\_ Open space (19-5-6.1)
  - \_\_\_ \_\_\_ \_\_\_ ~ 15% for non-residential site plan (19-5-6.1)
  - \_\_\_ \_\_\_ \_\_\_ ~ 30% for residential site plan in historic district (19-5-6.1)
  - \_\_\_ \_\_\_ \_\_\_ ~ 45% for residential site plan not in historic district (19-5-6.1)
    - \_\_\_ \_\_\_ \_\_\_ • 20% of the required open space available for active recreation for multifamily residential (19-5-6.4g)
- \_\_\_ \_\_\_ \_\_\_ Board of Architectural Review action on waiver of open space requested in historic district (19-5-6.3)

CITY OF WINCHESTER SITEPLAN CHECKLIST

YES NO N/A

- \_\_\_ \_\_\_ \_\_\_ Landscape plan clearly shows all landscape, buffering, and recreational areas (19-5-6.4h)
- \_\_\_ \_\_\_ \_\_\_ Landscape schedule (table) clearly shows quantity, type and size of all landscape material (19-5-6.4h)
- \_\_\_ \_\_\_ \_\_\_ Landscaped area 10 ft wide adjacent to existing or future public right of way or private street (19-5-6.4a)
- \_\_\_ \_\_\_ \_\_\_ Waiver for 4 foot strip for B-1 district requested? (19-5-6.4a)
- \_\_\_ \_\_\_ \_\_\_ Landscaping details of all buildings and grounds (19-4-13)
- \_\_\_ \_\_\_ \_\_\_ Foundation plantings- upright landscaping in area minimum of 3' deep between parking and building (19-5-6.4i)
- \_\_\_ \_\_\_ \_\_\_ Irrigation system details- at least show hose bib locations (19-4-8)
- \_\_\_ \_\_\_ \_\_\_ All landscaped area covered with living ground cover. (19-5-6.4f)

**SCREENING REQUIREMENTS (18-20 & 19-4-13)**

- \_\_\_ \_\_\_ \_\_\_ Location (19-4-13)
- \_\_\_ \_\_\_ \_\_\_ Height (19-4-13)
- \_\_\_ \_\_\_ \_\_\_ Type and material (19-4-13)
- \_\_\_ \_\_\_ \_\_\_ Parking lot screening provided (19-5-6.4d)
- \_\_\_ \_\_\_ \_\_\_ Raised (36 inch minimum) landscaped berm required (19-5-6.4b)
- \_\_\_ \_\_\_ \_\_\_ Opaque screening along property lines to less intensive zoning district. (19-5-6.4d)
  - ~ 6 foot high fence or, (19-5-6.4d)
  - ~ Double row of evergreens 5 feet high, staggered rows, ten feet apart (19-5-6.4d)
- \_\_\_ \_\_\_ \_\_\_ Outdoor storage/display screening provided (18-20)
  - ~ Exemption for motor vehicles, nursery plant stock, agric'l/constr'n equip't sales/rental (18-20)

**TREE REQUIREMENTS**

- \_\_\_ \_\_\_ \_\_\_ Trees 6 inch caliper or larger preserved (19-5-7)
- \_\_\_ \_\_\_ \_\_\_ Ornamental trees preserved (19-5-7)
- \_\_\_ \_\_\_ \_\_\_ Trees within required setbacks preserved (19-5-7)
- \_\_\_ \_\_\_ \_\_\_ Designation of trees to remain or be removed (19-4-12 & 19-5-7)
- \_\_\_ \_\_\_ \_\_\_ New trees meet large deciduous shade tree standard preferably from adopted Tree Commission list (19-5-6.4h)
- \_\_\_ \_\_\_ \_\_\_ Tree planting detail provided on plan- *preferred detail available from Planning Dept* (19-4-22)
- \_\_\_ \_\_\_ \_\_\_ 1 tree per 35 feet of public right of way or private street frontage (19-5-6.4a & 19-5-6.4h)
- \_\_\_ \_\_\_ \_\_\_ 1 tree per 2000 square feet of paved surface parking area (19-5-6.4c & 19-5-6.4h)
- \_\_\_ \_\_\_ \_\_\_ 1 tree per 35 feet of property line (within 10 feet of property line) if maximum structure height is greater than height permitted in adjacent zoning district (19-5-6.4e)
- \_\_\_ \_\_\_ \_\_\_ Trees planted are 2 inch caliper at 6 inches above grade. (19-5-6.4h)
- \_\_\_ \_\_\_ \_\_\_ Spaced minimum of 20 feet apart (19-5-6.4h)

**MAINTENANCE OF LANDSCAPING (provide notes included on plan to address next five items)**

- \_\_\_ \_\_\_ \_\_\_ All landscaped area shall be maintained in good condition by owner. (19-5-6.4j)
- \_\_\_ \_\_\_ \_\_\_ Reasonable provisions for protection from vehicles, pedestrians, shopping carts. (19-5-6.4j)
- \_\_\_ \_\_\_ \_\_\_ Dead or dying vegetation shall be replaced at direction of Administrator. (19-5-6.4j)
- \_\_\_ \_\_\_ \_\_\_ Replacement shrub size consistent with that expected for species and time since installation. (19-5-6.4j)
- \_\_\_ \_\_\_ \_\_\_ Replacement trees at 0.5" caliper above 2" for every year since installation up to 5" caliper. (19-5-6.4j)

**OUTDOOR LIGHTING (18-6, 19-4 & 19-5)**

YES NO N/A

- \_\_\_ \_\_\_ \_\_\_ Lighting plan shown (19-4-13 & 19-5-8)
  - ~ Location, including underground wires and meters (19-4-13)
  - ~ Height (19-4-13)
  - ~ Character (19-4-13)
- \_\_\_ \_\_\_ \_\_\_ Lighting sufficient to provide security and enhance personal safety (19-5-8)
- \_\_\_ \_\_\_ \_\_\_ Lighting arranged and hooded to confine direct rays entirely within site (19-5-8)
- \_\_\_ \_\_\_ \_\_\_ Uniformity of parking lot lighting doesn't exceed ratio of 4:1 (19-5-8.1)
- \_\_\_ \_\_\_ \_\_\_ Illumination schematic depicts minimum average vertical & horizontal footcandle levels (19-5-8.1)
- \_\_\_ \_\_\_ \_\_\_ Lighting not create a nuisance (18-16)

CITY OF WINCHESTER SITEPLAN CHECKLIST

**FENCES** (18-9-2.7, 19-4-13)

YES NO N/A

- \_\_\_ \_\_\_ \_\_\_ Location (19-4-13)
- \_\_\_ \_\_\_ \_\_\_ Height (18-9-2.7, 19-4-13)
- \_\_\_ \_\_\_ \_\_\_ Type, construction details, and material (19-4-13)

**DOCUMENTS**

---

- \_\_\_ \_\_\_ \_\_\_ Erosion and Sedimentation Control Report and Narrative (19-4-17)
- \_\_\_ \_\_\_ \_\_\_ Water System Report
- \_\_\_ \_\_\_ \_\_\_ Sewer System Report
- \_\_\_ \_\_\_ \_\_\_ Storm Water Management Report
- \_\_\_ \_\_\_ \_\_\_ Flood plain and flood way studies (19-4-19)
- \_\_\_ \_\_\_ \_\_\_ Traffic impact analysis required (19-5-1)
- \_\_\_ \_\_\_ \_\_\_ Deeds of Dedication
- \_\_\_ \_\_\_ \_\_\_ Homeowner Association documents for maintenance of open space and private streets
- \_\_\_ \_\_\_ \_\_\_ Proportional Improvements Worksheet included for expansion or conversion of existing development.
- \_\_\_ \_\_\_ \_\_\_ Plats (ALL PLATS MUST BE RECORDED BEFORE A SITE PLAN CAN BE APPROVED)

**OTHER**

---

YES NO N/A

- \_\_\_ \_\_\_ \_\_\_ Superimposed photoreductions of City Council (e.g. C.U.P.) or BZA (e.g. variance) approval letters, if any
- \_\_\_ \_\_\_ \_\_\_ All Planning Commission waivers annotated on plans
- \_\_\_ \_\_\_ \_\_\_ Provisions for wastewater pretreatment (19-4-23)
- \_\_\_ \_\_\_ \_\_\_ Board of Architectural Review approval of Historic District Site Plan completed? (14, 19-5-6.3)
- \_\_\_ \_\_\_ \_\_\_ All development out of right-of-way (18-15)
- \_\_\_ \_\_\_ \_\_\_ Footing Survey required? (19-10-3)
- \_\_\_ \_\_\_ \_\_\_ Existing Fire Hydrant location (see Utility Department Standards)
- \_\_\_ \_\_\_ \_\_\_ Proposed Fire Hydrant location (see Utility Department Standards)
- \_\_\_ \_\_\_ \_\_\_ Fire Lane Sign Location
- \_\_\_ \_\_\_ \_\_\_ Electronic Version of Approved Site Plan

---

**REMEMBER TO INCLUDE THIS COMPLETED CHECKLIST WITH YOUR PLANS,  
IT IS REQUIRED AS PART OF THE APPLICATION.**

---