

Town of Alexandria

Planning Commission - Site Plan General Information and Checklist

Title of Project _____

I hereby attest that I have provided a complete application and included all of the necessary attachments as required. I understand that if information is incomplete and/or otherwise not provided, this application may be deferred until such time as the necessary information is provided.

Signature of Person Completing & Submitting this Application

Provided with Submittal		For Office Use
	Title of Site Plan	
	Proposed Use(s) of Building(s)	
	Location Map	
	Tax Map and Parcel Number Information for Subject Parcel(s)	
	Zoning of Subject Parcel(s) and that of Adjoining Properties	
	Lot Area (in square feet and acreage)	
	Graphic Scale (1" = 10', 20', 30', 40', 50', 60' or 100')	
	North Arrow	
	Date and Date(s) of Any Revisions	
	Name, Address and Telephone Number of Owner/Developer	
	Name, Address and Telephone Number of Design Firm and Contact Person	
	Boundary Information (distances and bearings), including Property Corners Marked with Iron Pins and Stakes	
	Building Area (Dimensions of Building and Number of Stories)	
	Limits of Proposed Fill and Proposed Final Grading (existing and proposed contours – 1 or 2 foot intervals)	
	Erosion and Sediment Control Measures	
	Building Setback Lines (Front, Side, Rear)	
	Maximum Lot Coverage	
	Square Footage of Required and Proposed Landscaping Square Footage of Each Landscape Area(s) Minimum of 10% of Overall Site, Half in Front of the Structure Minimum of 10 feet in depth along street frontage(s)	
	Dumpster Pad Location and Proposed Screening	
	Loading and Unloading Area(s)	
	Location and Size of Existing and/or Proposed Public Utilities Sewer (including clean-outs), Water (including water meter & backflow preventer), Gas, Electric and Fire Hydrants	
	Location and Size of Existing and/or Proposed Private Service Lines	
	Parking Spaces Ratio Used and Number of Spaces Required and Proposed Size of Stalls and Drive Aisles Number of Handicap Spaces and Location of Related Signage Type of Material Proposed for the Parking Surface	
	Location and Width of Ingress and Egress Points	
	Location of the 100-year Floodplain, Floodway and Proposed Finished Floor Elevation (if applicable)	
	Existing and/or Proposed Development Signage (Size, Height, and Location)	

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	Existing and/or Proposed Pole Lights Photometric Plan showing light levels along perimeter of property (provided as a separate sheet)	
	Drainage and Utility Easements	
	Existing and/or Proposed Drainage Ways and Drainage Patterns	
	Location and size of downstream drainage structure(s)	
	Names of All Public Streets Adjoining Property	
	Centerline of the Right-of-Way and Distance from Centerline to Property Line Total Right-of-Way Width, and Limits of Existing Pavement	
	Location of Existing Access Points (Streets, Driveways) Across from the Site	
	Notes, as applicable Drainage Easement Note Blue Line Note Floodplain Note Natural Drainage Way Note Sink Hole Note	
	Certificates Drainage and Utilities Cross Connection/Pretreatment Building Permit Fire Code	
	Other Information as may be required by Town Staff or the Planning Commission	

This checklist shall be accompanied by an application, plat, maps, drawings or other supportive information necessary to explain the request. The applicant or a representative shall be present at the Planning Commission meetings. The Planning Commission reviews the request approves, approves with conditions, denies with revisions for resubmittal, or denies the Site Plan.