

Item	OK-Yes	NOT OK- No	N/A	Comments
Name, Address, Phone Number				
Address of Site				
Property Tax ID				
Scale 1:100 or better				
Location Map				
North Arrow				
Survey				
Easements of Record				
Required Setbacks				
Written Legal Description				
Notation of all Permits Required				
Stamped/Sealed Drawing				
Written Statement Containing:				
Use of Building				
Hours of Operation				
Gross Floor Area				
Useable Floor Area				
Employees per Shift				
Existing and Proposed Improvements				
Setback				
Height				
Lot Coverage Requirements				
Off Street Parking Calculations				
Landscaping Calculations				
Natural Features:				
Woodlots				
Streams, Lakes, Ponds				
Floodplains				
County Drains				
Topography: 10' Intervals within 100' of Site				
Building Site:				
Location of Existing Structures within 100' of Site				
On-site structures retained or removed				
Location of Proposed Buildings				
Building Elevations				
Floor Plans				
Location and Dimensions of Existing R-O-W, private roads, access easements of record				
Proposed ROW, acceleration/deceleration lanes				
Driveways				
Parking spaces				
Maneuvering Lanes				
Loading Docks				
Sidewalks				
Traffic Control Measures				
Proposed Street Names				
Utilities:				
Water Mains				
Wells				

Fire Hydrants				
Sewer				
Septic Field				
Storm Drains				
Utility Easements				
Dry Wells				
Drainage:				
Exterior Drains				
Dry Wells				
Catch Basins				
Retention or Detention Ponds				
Sumps or other Facilities				
Landscaping/Fencing:				
Location and Spacing of Plant Materials				
Size of plants (girth and height)				
Cross Sections including slope, height and width of berms				
Type of Ground Cover				
Height and Type of Construction of wall or fence				
Fence Footings				
Other:				
Location and Dimensions of Signs				
Trash Receptacles				
Light Fixtures				
Storage of chemicals, salts, or hazardous or flammable materials				