



Minor Commercial Plan Review Checklist

Development/Project Name _____

Date: _____

I. Site Plan requirements (site plan to be included as part of construction plans)

Y N N/A

- A. Project boundary shown with bearings and distances.
- B. Temporary and permanent benchmark location with elevation based on NAVD88 datum.
- C. Contours shown at 1 ft. intervals with spot elevations as needed for clarification.
- D. Buildings and other existing structures.
- E. Interior roadways, parking areas, drives, trails, pads, sidewalks and other impervious and semi-impervious surfaces.
- F. Location of parking spaces, tabulation of required, proposed, handicap and compact spaces (detail of handicap to show striping, signage, ramps, accessible routes, etc).
- G. Paved and unpaved driveway connection(s), including temporary construction access, to all roadways adjacent to project showing posted speed limits.
- H. Drainage, access, conservation, and utility easements within and adjacent to project including O.R. Book and Page #.
- I. Sewage disposal facilities located on, and within 75 feet outside of project boundary.
- J. Well sites located on and within 100 feet outside of property boundary.
- K. Above and below-ground utilities and related structures adjacent to and serving project, including approximate size, depth and/or height (water, sewer, gas, electric, cable, telephone, etc).
- L. Location of all signs and fences on and adjacent to property.
- M. Stormwater Management Systems and related structures with type, size, material, and control elevations (retention/detention ponds, piping systems, swales, ditches, canals, cross-drains, catch basins, weirs, orifices, etc).
- N. Location and identification of all water bodies, DEP Coastal Construction Control Line (CCCL), Mean High water line, State jurisdictional wetland line, canals, creeks, ponds, streams, flood zones and Mean Annual Flood line.
- O. Detailed topographic survey of half of right-of-way adjacent to project for full length of frontage including existing driveways and right-of-way intersections within 100 feet of site showing drainage structures, signage and utilities (except as noted below).
- P. Contours and spot elevations along roadway at a minimum 100 foot intervals including centerline, edge of pavement, shoulder, swales, ditches, and roadway right-of-way.
- Q. For proposed structures indicate setbacks from property lines, water bodies, wetlands and distances from all structures, height of structures, number of stories, height of roof appurtenances, (mechanical fixtures, elevator shafts, chimneys, parapet walls, etc) and ground level ac/hvac locations. Show screening of all other mechanical equipment.
- R. Identify development/use of adjacent properties.

- S. Identify buffer types, designs and dimensions.
- T. Location of solid waste facilities/dumpster, show fencing or buffering and type of enclosure and height.
- U. Show all buildings, use and sq. footage (total and ground coverage), in mixed use, such as office and retail, show sq. footage of each use.
- V. Location of sales and construction trailers.
- W. Location, size and height of any signs.
- X. Location and description of any residential accessory structures.
- Y. Legal description and parcel number of property.
- Z. Provide impervious surface ratio and floor area ratio.
- AA. Show any proposed open storage areas, include any proposed fencing type and height.
- BB. Are there any conditional requirements related to concurrency, re-zoning or other departments which need to be included on plans?
- CC. Show location and size of Significant Natural Community Habitat Preservation Areas if applicable.
- DD. Show location and size of Listed Species Essential Habitat, Management/Conservation Areas if applicable.
- EE. Provide total irrigated area and demonstrate that at least 50% of the irrigated area of the project shall be low volume irrigation (<30 gallons per hour per emitter).
- FF. Show location of Bald Eagle primary and secondary protection zones, if applicable.
- GG. All proposed wetlands impacted, preserved and protected shall be shown by acreage.
- HH. Show acreage of upland buffer required and upland buffer provided.

II. Other Requirements for Site and Construction Plans

- A. Four signed and sealed sets, 24" x 36" minimum. Additional sets may be 11" x 17".
- B. Typical margins 2" left, 1/2" top, bottom and right.
- C. Project name shown on all sheets.
- D. Sheet name/description indicated on all sheets.
- E. All sheets numbered.
- F. All sheets signed and sealed by appropriate professional.
- G. North arrow shown on all sheets.
- H. Scale shown on all appropriate sheets.
- I. Location map shown with project clearly identified.
- J. Legend shown with all symbols and abbreviations identified.
- K. Professional firm, address and phone number shown with contact person and Profession of Record clearly identified.
- L. Legal description of site shown.
- M. File numbers or ordinance # for rezoned parcels, special use permits, variances, etc.
- N. If use was granted by Special Use and specific conditions were made a part of the Final Order.
- O. If in a Special Overlay District there may be additional specific requirements.