PLANNING SERVICES MAJOR DEVELOPMENT PLAN REVIEW CHECKLIST

21-6 CONTENTS AND FORMAT OF DEVELOPMENT PLANS - Plans shall be
1□ **legible** and of a size and
2□ **scale (generally not exceeding 1" = 100')** which enables clear presentation of required information.

21-6(a) CONTENTS OF PRELIMINARY DEVELOPMENT PLAN - …shall contain the following information at a minimum:
3□ (1) A title block containing the (correct?) plan name,
4□ development plan type (*Is it Preliminary, Final, or a Preliminary Subdivision Plan? Should it be? [Are there new streets?])*,
5□ name and address of developer
6□ and plan preparer,
7□ and written and graphic scale. *(Check to see if it is actually at the scale shown)*
8□ (2) The boundary of the subject property *(with a meets & bounds description--Do bearings and dimensions match the plat?)*
9□ its record plan designation (if available), and
10□ the record plan name or owner's name of all adjoining property.
11□(3) A vicinity sketch, oriented in the same direction as the design scheme.
12□(4) Topography with contour intervals not greater than five (5) feet.
13□(5) Location, arrangement, and dimensions of existing and proposed driveways,
16□ (Location, arrangement, and dimensions of existing and proposed) walkways,
17□ (Location, arrangement, and dimensions of existing and proposed) parking areas and arrangement of spaces,
18□ (Location, arrangement, and dimensions of existing and proposed) points of ingress and egress
19□ (Location, arrangement, and dimensions of existing and proposed) gates restricting vehicular access,
20□ (Location, arrangement, and dimensions of existing and proposed) access points for construction vehicles, and
21□ (Location, arrangement, and dimensions of existing and proposed) other vehicular and pedestrian rights-of-way.
22□(6) Location *(Are the locations shown a problem in any way? Is street connectivity proposed or lacking?)*
23□ and cross-sections of any proposed or existing streets within or abutting the subject property.
24□(7) Screening, landscaping *(Check for required zone to zone screening, arterial screening or vehicular use area landscaping)*
25□ and buffering (as required by Article 18), *(Besides the plantings, has enough room (3', 5', 15', etc.) been provided on site?)*
26□ recreational and other open space areas (required by the zoning of the property, especially for residential).
27□(8) Size (of proposed and existing buildings),
28□ location (of proposed and existing buildings),
29□ height (of proposed and existing buildings),
30□ floor area (of proposed and existing buildings) *(Is it shown? Does it match the limit of the zoning of the property?)*,
31□ area arrangement (of proposed and existing buildings) and
32□ use of proposed and existing buildings and signs *(Is it identified? Does it match the limit of the zoning of the property?).*
33□(9) Storm drainage areas, *(Are any existing or shown? Latest subdivision plat can be used to check this information)*
34□ floodplains,
35□ conceptual drainage controls and storm water retention and
36□ any other designated environmentally sensitive (area) *(as defined in the Land Subdivision Regulations)*
37□ or geologic hazard area.
38□(10) Proposed and existing **easements** for utilities
39□ or (easements for) other purposes. *(Check for access easements between lots, SRNBAs, storm drainage and retention, etc.)*
40□(11) **A tree inventory map** as required by Article 26.
41□(12) **Location of any existing burial grounds** and, if required, provisions for their protection, maintenance and accessibility.
42□(13) A **statistical summary of all pertinent site data,** including site area,
43□ zoning,
44□ building coverage and
45□ floor area,
46□ parking, *(Both required and provided must be checked, based on the ZO requirements. The layout may need checking also.)* open space, etc.
47□(14) **A note** stating that no grading, stripping, excavation, filling or other disturbance of the natural ground cover shall take place prior to approval of an erosion control plan. Such plan must be submitted in accordance with Article 20.
48□(15) **An owner's certification**, signed and witnessed as follows: "I (We) do hereby certify that I am (we are) the only owner(s) of the property shown hereon, do fully agree to all graphic and textual representations shown hereon, and do adopt this as my (our) development plan for the property."
49□(16) **A Commission's certification** to be signed by the Commission's Secretary if and when the plan is fully approved: "I do hereby certify that this development plan was approved by the Urban County Planning Commission at its meeting held on (date)."
50□(17) **A note** stating that no building permits shall be issued unless and until a final development plan is approved by the Planning Commission.

21-6(b) CONTENTS OF FINAL DEVELOPMENT PLAN - All information required for preliminary development plans as
51□ required under Sections 21-6(a), numbers 1 through 17 above;
52□ except that contour intervals shall be at two (2) feet,
53□ a tree preservation plan,
54□ data block, and
55□ tree protection areas shall be required and that
56□ the plan information shall be of an exact nature, rather than approximate or general.

21-7(d) CONTENT AND FORMAT OF MAJOR AMENDMENT REQUIREMENTS - Major amendments to development plans shall have the same content and format requirements as the original development plan, except that
57□ **1)** the title shall indicate the plan is an amended development plan, and
58□ **2)** a note shall be added listing the exact nature of the requested changes.
59□ No plan change shall be considered in effect unless it is referenced in this note.