

TYPE 3 SITE PLAN DRAWING CHECK LIST

Topic	Check if completed	Comments
Construction drawing of alterations, expansion, changes, reduction in floor area being made etc.		
North Arrow		
Name of Business		
Name of Business owner		
Name of Developer		
Name of Designer		
Date (on EACH sheet)		
Seal / Architectural / Engineer stamp each drawing sheet		
Proposed use group		
Existing zoning classification		
Intended use		
Existing deed Restrictions		
Height of existing structures if second story is to be added		
Location and dimensions of signs: Attached, Free standing, Projecting, or Digital if allowed		
Screening around property / structure		
Fences around property and type		
Trash Storage Location		
Trash Enclosure Details		
Erosion control if expansion / addition		
For commercial and industrial developments:		
Loading/Unloading areas;		
Gross and Useable floor areas;		
Floor Area ratio		
Parking		
Number of spaces		
Number of required spaces		
Drawings of Changes to entrances or exits		
Drawings of changes to parking provisions		

CERTIFICATION

I _____ the applicant for this plan do hereby certify that all of the information listed in the check list is included in this package and that to the best of my ability the information is accurate and truthful. Furthermore in signing this checklist, I accept the fact that should the document not meet the criteria for review the plans may not come before the Planning commission until the discrepancies are corrected and then only if the final submission has met the 30 day requirement set forth in the Village Policies

Signed _____ Date: _____