



**CHECKLIST FOR REQUIRED INFORMATION
TRC**

General

- _____ Title Block
 - _____ Name of development
 - _____ Type of map/plan
 - _____ Scale
 - _____ Developer's name/address/telephone #
 - _____ Tax map, block, and parcel numbers
 - _____ Plat book and deed book reference
- _____ Date of map/plan
- _____ Location
- _____ Owner's name/address/telephone #
- _____ Vicinity map with location of site relative to surrounding area.
- _____ City limits, county lines, and/or other jurisdictional lines, if any.
- _____ North arrow and orientation.

Dimensional Standards

- _____ Boundaries/Use
 - Proposed Use: _____
 - Special requirements for proposed use: _____ SR_____
 - _____ Subject property boundary
 - _____ Current land use
 - _____ Land use of adjoining property
 - _____ Current Zoning
 - _____ Location/type of easement
 - _____ Adjoining property boundary
 - _____ Proposed land use
 - _____ Zoning of adjoining property
 - _____ Proposed zoning
- _____ Site calculations
 - _____ Location of all buildings
 - _____ Linear street frontage
 - _____ Size of tract
 - _____ Roadway Overlay District

Proposed Zoning District: _____
_____ Front setback _____ Side setback _____ Rear setback _____ Height

_____ Parking

Parking requirements for proposed use: _____

_____ Meets minimum off street standard _____ Meets max off street standard
_____ Alternative parking _____ Shared parking
_____ Compact spaces _____ On street parking

_____ Parking space dimensional standards
_____ Angle _____ Stall width _____ Stall depth _____ Aisle Width

_____ Meets minimum stacking for drive thru windows
_____ Cross access provided _____ Pedestrian pathways provided
_____ Meets off street loading standards
_____ Meets driveway standards
_____ Every 10 parking spaces broken by landscaped island

_____ Buffering/Landscaping

_____ Roadside landscaping _____ Landscaping in parking areas

_____ Meets buffering/screening requirements for adjoining property
Screening requirements: _____
Alternative screening method: _____
_____ Existing trees protected in required buffer strip

_____ Dumpsters screened _____ HVAC screened
_____ 1 canopy tree each in parking islands
_____ Planting area for every 20 parking spaces
_____ Each planting area is minimum of 110 square feet and protected
_____ Planting areas are within parking field or around perimeter

_____ Trees/shrubs species acceptable

_____ Dumpster pad location

_____ Outdoor lighting fixture locations

Transportation/Streets/Utilities

_____ Existing streets

- _____ Streets within and adjacent to site
- _____ Pavement width
- _____ Existing street names
- _____ Existing sidewalk
- _____ Type of street (public/private)

- _____ Pavement or curb lines
- _____ Cul de sac radius
- _____ Existing right of way
- _____ Existing turn radius

_____ Proposed streets

- _____ Within and adjacent to site
- _____ Pavement Width
- _____ Proposed street names
- _____ Proposed sidewalk
- _____ Type of proposed street (public/private)

- _____ Pavement or curb lines
- _____ Cul de sac radius
- _____ Proposed right of way
- _____ Proposed turn radius

_____ Railroad lines and rights-of-way

_____ Utility plans

- _____ Location/type of easements
- _____ Sewer lines (size/material)
- _____ Fire hydrants
- _____ Valves

- _____ Water lines (size/material)
- _____ Stormwater
- _____ Manholes
- _____ Catch basins

_____ Existing well and septic tank locations

Watershed

_____ Watershed information

- _____ Existing impervious surface
- _____ Floodplain info
- _____ Existing bodies of water
- _____ Open space %
- _____ Stream buffers

- _____ Proposed impervious surface
- _____ Topography
- _____ Proposed bmp (type/location)
- _____ Maintenance easements
- _____ Site calculations for bmp