

**CITY OF NORTHWOOD  
SITE PLAN REVIEW REQUIREMENTS  
CHECK-OFF LIST**

PROJECT NAME \_\_\_\_\_

LOCATION / ADDRESS \_\_\_\_\_

**Ten (10) copies of Site Plan, with required application forms, shall be submitted to the Zoning Office fourteen (14) days prior to the scheduled Planning Commission Meeting date.**

Site Plan Requirements - The submitted drawing shall show the following:

1. \_\_\_\_\_ Owner/Developer Name, Address, Telephone Number
2. \_\_\_\_\_ Engineer/Surveyor Name, Address, Telephone Number
3. \_\_\_\_\_ Legal Description
4. \_\_\_\_\_ Location Map Shown
5. \_\_\_\_\_ Same Orientation as Site Plan
6. \_\_\_\_\_ Scale of Drawing
7. \_\_\_\_\_ North Arrow
8. \_\_\_\_\_ Zoning: Project Property & Adjacent Properties
9. \_\_\_\_\_ Adjacent Property & Opposite Property Building and Driveways
10. \_\_\_\_\_ Project Property Dimensions
11. \_\_\_\_\_ Dimensions of Existing and Proposed Building(s) to be constructed
12. \_\_\_\_\_ Building Removals or other Alterations to occur
13. \_\_\_\_\_ Distance to Right-Of-Way from Existing Building
14. \_\_\_\_\_ Distance from Proposed Building
15. \_\_\_\_\_ Distance to Side & Rear Property Lines from Structure
16. \_\_\_\_\_ Names of Adjacent Roadways
17. \_\_\_\_\_ Shows Right-Of-Way Line and Pavement Width from Centerline of Roadway
18. \_\_\_\_\_ Location, Material and Height of all Existing & Proposed Fencing and/or Walls
19. \_\_\_\_\_ Location, Height and Dimensions of all Existing & Proposed Signage
20. \_\_\_\_\_ Lighting Plan: Location (Parking Area, Security)
21. \_\_\_\_\_ Sidewalks: Location, Widths (Existing and/or Proposed) Handicap Ramps and Access
22. \_\_\_\_\_ Drive Approach Aprons: Locations, Widths at Roadway and Throat, Radius Returns
23. \_\_\_\_\_ Parking: Location, Existing and/or Proposed
24. \_\_\_\_\_ Off-Street Parking Spaces and Aisles with Dimensions
25. \_\_\_\_\_ Number of Parking Spaces including Handicapped
26. \_\_\_\_\_ Parking Area Pavement Type
27. \_\_\_\_\_ Number of Employees at Peak Shift (if applicable)
28. \_\_\_\_\_ Drive-Thru Line-Up (if applicable)
29. \_\_\_\_\_ Number of Vehicles stored in Line-Up (if applicable)
30. \_\_\_\_\_ Landscaping Plan
31. \_\_\_\_\_ Location, Dimensions and Enclosure Plan of all Waste and Refuse Handling Facilities
32. \_\_\_\_\_ Off Street Loading with Pavement Type
33. \_\_\_\_\_ Building Square Footage
34. \_\_\_\_\_ Ditches, Creeks or other Natural Features Affecting Development
35. \_\_\_\_\_ 100 Year Flood Line
36. \_\_\_\_\_ 2 Foot Contours (Where Appropriate)
37. \_\_\_\_\_ Storm Water Drainage (Existing & Proposed)
38. \_\_\_\_\_ Method For Detention with Drainage Calculations
39. \_\_\_\_\_ Sanitary & Storm Sewers (Existing & Proposed)
40. \_\_\_\_\_ Waterline
41. \_\_\_\_\_ Hydrant(s)
42. \_\_\_\_\_ Wells (Existing and/or Proposed) if improvements are not available and adjacent property, if applicable
43. \_\_\_\_\_ Site Sewage System & Adjacent Property, if applicable
44. \_\_\_\_\_ Traffic Study & Counts, if applicable
45. \_\_\_\_\_ Existing Topography, including Existing Ground Elevations at a minimum of 100 Foot intervals. Elevations to be provided to the nearest tenth of a foot. Topography to extend at least 50 feet beyond the site property lines.

**FOR OFFICIAL USE ONLY**

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