

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

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

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

**Ten (10) copies of Preliminary Site Plan, including Planning Commission Review Application, 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. \_\_\_\_\_ Location Map (Same Orientation as the Preliminary Site Plan)
4. \_\_\_\_\_ Scale On Each Drawing
5. \_\_\_\_\_ North Arrow on all Drawings
6. \_\_\_\_\_ Existing Zoning: Project Property & Adjacent Properties
7. \_\_\_\_\_ Dimensions of Existing and Proposed Building(s) to be constructed
8. \_\_\_\_\_ Building Removals or other Alterations to occur on Existing Buildings
9. \_\_\_\_\_ Distance to Right-Of-Way from Existing Building(s)
10. \_\_\_\_\_ Distance to Right-Of-Way from Proposed Building(s)
11. \_\_\_\_\_ Distance to Side & Rear Property Lines from Structure
12. \_\_\_\_\_ Names of Adjacent Roadways
13. \_\_\_\_\_ Sidewalks: Location, Widths (Existing and/or Proposed) Handicap Ramps and Access
14. \_\_\_\_\_ Ditches, Creeks or other Natural Features Affecting Development
15. \_\_\_\_\_ Proposed Location of Private & Public Utilities – Label Type of Utility
16. \_\_\_\_\_ Parking: Location, Existing and/or Proposed
17. \_\_\_\_\_ Off-Street Parking Spaces and Aisles with Dimensions
18. \_\_\_\_\_ Number of Parking Spaces including Handicapped
19. \_\_\_\_\_ Drive-Thru Line-Up (if applicable)
20. \_\_\_\_\_ Location of all Waste and Refuse Handling Facilities
21. \_\_\_\_\_ Off Street Loading Pavement Type

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**FOR OFFICIAL USE ONLY**

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