



## **SITE PLAN REVIEW CHECKLIST**

This checklist is used by the Zoning Administrator to assist in determining site plan and zoning ordinance compliance with the requirements of Chapter 17 of the Code of the Town of Urbanna, dated July 1, 1998, as amended. The checklist is not all inclusive and additional requirements may be required by the Zoning Administrator for a given site plan; the Zoning Administrator may also deem some items as not applicable to a specific site plan. Applicants must refer to the Town Code for specific guidance on zoning ordinance requirements pertaining to their particular project.

### **REQUIREMENTS FOR ALL SITE PLANS UNLESS WAIVED BY THE ZONING ADMINISTRATOR**

- Proposed title of the project
- Owner(s) of the land
- Name of the engineer, architect, landscape architect or surveyor who prepared the plan
- Survey Plat provided or incorporated as part of the site plan
- North point (arrow), Scale, Date
- Existing zoning, zoning district boundaries and proposed changes in zoning, if applicable
- Location map of the property by an insert map
- Names and route numbers of adjoining roads
- Bodies of water, waterways
- Other landmarks used to clearly identify the location of the project
- Boundaries of the property involved
- Location of all existing easements and property lines
- Existing streets and buildings
- Flood plains
- Topography and prominent physical features in or adjoining project area
- Uses of adjoining properties, including identification of the owner(s) and legal identification of the properties, zoning of the properties
- Complete description of all land clearing and site alterations, tree and vegetation (grading, buffer removal, drainage, etc.)
- Location and character of proposed public and private recreational and open space areas
- Other requirements as set forth by the Zoning Administrator (requirements will be attached)