

## DEVELOPMENT CONCEPT PLAN CHECKLIST

Revised 10/25/2018

Development Concept Plan Checklist Required Items	Staff Intake	
<i>Basic Information:</i>	Yes	No
8.5" x 11" Size Paper (Must be legible at this size for recording purposes)		
Titled: <i>Development Concept Plan Binding/Non-Binding</i>		
Graphic Scale		
Text - Uppercase and Minimum Size 1/16"		
North Arrow Labeled as "North"		
Legend - Key for Symbols		
Exterior Boundary of Property Shown as Dashed Line with Two Dots (Standard Symbol)		
Interior Property Boundary Lines as Broken Line Types of Finer Solid Lines		
Type of Easements Represented by Fine Dashed Lines		
Black & White (preferred)		
Date		
If More than One Page, Include Page Numbers on Each, e.g., Page 1 of 2		
<i>Site Data Table:</i>		
Gross Acreage		
Number of Lots or Units		
Density		
Amount of Open Space Required & Provided		
Non-Residential Building Area in Square Footage		
Existing Impervious Area		
Existing Impervious Area to Be Removed		
Proposed Impervious Area		
Required & Additional Parking		
Existing & Proposed Zoning		
Existing & Proposed Uses		
<i>Site Development:</i>		
Structures Existing & Proposed		
Access, Access Points to Adjacent Parcels, Access Points Opposite Side of the Street		
Public or Private Roads Within/Adjoining the Property and Roadway Easements, Existing & Proposed		
Stormwater Facilities (Existing, if applicable, and proposed)		
Zoning and Land Uses on Adjoining Properties		
Wells(s) & Septic System(s), Existing & Proposed - (may be shown on a separate map)		
General Layouts of Proposed Lots & Square Footage		
All Required Landscape Buffers, Location & Dimension		
Significant Natural Areas to be Preserved or Conserved (Wetlands, Habitat)		
Grand Trees & Significant , Larger Trees or Groups to be Retained (may be shown on a separate map)		
Off-Street Parking & Loading Areas		
Passenger Drop-off/Pick-up Points		
Drive-Through Windows		