



SITE PLAN & SUBSTANTIALLY CONFORMING SITE PLAN CHECKLIST TELECOMMUNICATION ANTENNAS

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all City ordinances and standards.

- Submit all documents specified on the Required Documents checklist.
- Submit a CD of pdfs of ALL plans for review.**

PROVIDE THE FOLLOWING INFORMATION ON A MAXIMUM NUMBER OF TWO (2) SHEETS. (SEE EXAMPLE OF SITE PLAN ON NEXT PAGE.)

SITE PLANS AND SUBSTANTIALLY CONFORMING SITE PLANS FOR TELECOMMUNICATION ANTENNAS SHALL CONFORM TO THE REQUIREMENTS OF THE SITE PLAN CHECKLIST WITH THE FOLLOWING EXCEPTIONS:

- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number to be provided at time of submittal, and preparation date
 - Lot Detail Showing:
 - ___ The overall property lines,
 - ___ Existing development (buildings, parking, etc.)
 - ___ The location of the cellular antenna/mechanical equipment.
 - Legend, if abbreviations or symbols are used
 - Name, address and phone number of owner, applicant, and surveyor and/or engineer
 - Detail of existing and proposed improvements.
 - Update city project number (to be provided at time of submittal) and plan type (eg. Substantially Conforming Site Plan – SCSP12-00XX).
 - Add a purpose statement above the title block.
 - Update ownership information, if changed
 - Draw cloud around area(s) that is(are) being modified
 - Provide a numbered list of the proposed revisions that correlate to the clouded area(s)
 - Updated impervious surface calculation if changes are made to the building(s) or parking areas and drive aisles.
 - Provide lease agreement with the City. The City may have multiple lease agreements with several carriers that include access and utility easements.
 - Show all recorded easements (utility, fire lane, landscape, Visibility, Access and Maintenance, Public Way access, drainage, and drainage and detention, etc.) with cab/page number or separate instrument number and all easements established by lease agreement with the City.
 - Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
 - Adjacent or nearest street. Label the street and indicate the right-of-way width.
 - Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property.
 - Show the building setbacks (or minimum yard requirements). Existing structures and equipment may encroach building setbacks; however, proposed equipment shall comply with setback requirements.
 - Include the following site plan notes:
 1. Any revision to this plan will require city approval and will require revisions to any corresponding plans to avoid conflicts between plans.
 2. Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
 3. Buildings of 5,000 square feet or greater shall be 100% fire sprinkled. Alternative fire protection measures may be approved by the Fire Department.
 4. All signage is subject to Building Inspection Division approval.
 5. All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval.
- Preparer's Name:** _____
- Preparer's Signature:** _____