

CHECKLIST

FOR PLANNING COMMISSION REVIEW


OF SITE PLAN

(Internet Version)

*Please note: Plans will not be accepted without seal of preparer. In order to accept and process plans, this checklist **must** be completed and signed.*

Please check (√) each item to the left on the following list as compiled. If the item is not applicable to the project you are proposing, please note by entering "NA" (not applicable) instead .

CHECKOFF WHEN REQUIREMENT COMPLETE

	Scale of not more than 1" = 200"
	Vicinity Map
	Date site plan was prepared
	Name, address, and seal of preparer
	North arrow  depicting direction
	Current legal description
	Property lines and dimensions

	All building setbacks
	All structures and lot lines within 100' of site
	USGS topographical lines at 2 foot intervals
	Proposed topographical lines
	Existing/proposed topo lines within 10' of project
	Location of existing and proposed buildings
	Intended use and dimensions of all buildings
	Description of building façade facing public street
	Use group and construction type for all buildings
	First floor area for all buildings
	Locations of Rights-Of-Way
	Locations of service drives and curb cuts
	Location of access easements
	Location of adjacent driveways within 100 feet
	Location and size of existing and proposed water, sanitary sewer and stormwater lines
	Stormwater management calculations and design per Kent County Drain Commission specs
	Location of all existing and proposed fire hydrants
	Location and specs for all existing and proposed hazardous materials storage tanks or facilities
	Location of all existing wetlands
	Location of existing or proposed county drains
	Description of zoning on adjacent parcels
	Location of all storage sheds

	Location of all accessory buildings
	Location of all dumpsters/trash disposal units
	Location, type, and height of all light fixtures
	Location and size of all onsite signs
	Location and size of walls, fences, or screens
	Parking lot configuration and number of spaces
	Location of parking blocks and timbers
	Location of loading areas
	Location of parking islands
	Location of handicap spaces and access ramps
	Location of all existing and proposed sidewalks
	Location of all bike paths, trails, and walkways
	Location of all utility poles
	Location of existing vegetation
	Landscaping plan to current Township guidelines
	Location of all septic tanks and drainfields
	Location of all utility easements
	Location of all significant natural resources, such as: water courses, woodlots, steep slopes, etc.

In order to accept your plans, you must have completed this checklist, either with a checkmark, or by entering "NA" (Not Applicable)

Signature: _____

Date: _____

For clarification on any item, or for additional information on your project, please contact the Alpine Township Planning Department, (616) 784-9090.