

Commercial Establishment Design Standards Checklist

1. Site Plan

All site plans shall be drawn to a sufficient scale to clearly delineate the Applicant's proposed use and development of the subject property. The site plan shall include the following elements:

- Name of development;
- Name and addresses of owners, developers, engineers, surveyors, landscape architects, and architects;
- Vicinity map;
- Date;
- Scale;
- North arrow;
- Property boundaries and total calculated area of land being developed computed either to the nearest hundredth of an acre or nearest square foot;
- Building setback lines;
- Location, arrangement, and dimensions of proposed and existing buildings and structures;
- Proposed stages of development, if applicable, and anticipated time required to develop each stage;
- Location, arrangement, and dimensions of existing and proposed streets and driveways and other public ways, including pavement width and rights-of-way, points of ingress and egress and sight distances of all entrances to existing streets.
- Location, arrangement, and dimensions of existing and proposed parking areas, including total number and size of proposed parking spaces, and location of existing and proposed traffic islands;
- Location, arrangement, and dimensions of existing and proposed loading/unloading areas and description of screening/enclosure type and materials;
- Location, arrangement, and dimensions of existing and proposed sidewalks and crosswalks connecting public streets/sidewalks and building entrances (minimum 5-foot) and along the full length of any building where it adjoins a parking lot (minimum 6-foot);
- Location of existing natural features, including tree masses, significant rock outcroppings, streams, and flood plains;
- Location of existing and proposed trash collection areas and description of screening/enclosure type and materials;
- Location of existing and proposed ground-mounted or roof-mounted equipment and description of screening/enclosure type and materials;
- Location of existing and proposed outdoor storage areas and description of screening/enclosure type and materials;
- Location of existing and proposed outdoor sales display areas and ancillary uses and description of type and materials of screening/enclosure;
- Location of existing and proposed central features and community spaces, including bus stops, customer drop-off/pick up points, patios, courtyards, window shopping areas, plazas, etc.
- Location, arrangement, and type of existing and proposed exterior lighting (see #4, Lighting Plan);
- Location, arrangement, and dimensions of existing and proposed signage (see #5, Signage Plan);
- Location and arrangement of proposed open space and landscaped areas, including 3-foot landscape strip between proposed sidewalk and building, buffering, and traffic islands (see #3, Landscape Plan); and,
- Any other pertinent design elements.

2. Traffic Impact Study

All traffic impact studies shall be prepared and stamped by a professional engineer qualified in transportation engineering, if applicable.

3. Landscape Plan

All landscape plans shall be drawn to a sufficient scale to clearly delineate the proposed landscaping of the subject property. Proposed landscaping may be delineated on the site plan. The landscape plan shall include the following elements:

- Inventory of existing open space, trees, and plant materials on site before development (Note: Trees on a development site shall not be removed before the landscaping plan is approved);
- Location and arrangement of existing open space and plantings to be retained, if applicable;
- Location and arrangement of proposed screening, buffering, and plantings, including berms, walls, and planting type, number and size at planting and maturity; and,
- List of all plant materials to be utilized (Note: Native trees are encouraged, and trees, plants, and shrubs should be suitable for soil and site conditions).

4. Lighting Plan

Proposed lighting may be delineated on the site plan. The lighting plan shall include the following elements:

- Location, arrangement, and type of existing and proposed exterior lighting (building, parking, and signage);
- Description of existing and proposed exterior lighting; and,
- Photometric plan indicating degree of illumination at the property lines.

5. Signage Plan

A signage plan is not a mandatory submittal but is highly encouraged. Existing and proposed signage may be delineated on the site plan and/or building elevations and shall include the following elements:

- Location, arrangement, and dimensions of existing and proposed signage, and
- Description of signage materials, colors, and illumination.

6. Building Elevations, Materials, and Colors

Building elevations for all sides of the proposed building shall be submitted and shall be drawn to a sufficient scale to clearly delineate architectural details. Building materials and colors may be described and delineated on the building elevations.

- Building elevations (all sides)
- Materials and colors