

# SITE PLAN APPROVAL CHECKLIST



Notwithstanding the required information and data listed on the **Development Application & Fees** form, the Director of Economic and Community Development, in his/her sole and absolute discretion, may waive one or more of these submittal requirements if deemed not applicable or if a written request for a waiver is granted. Otherwise all materials must be submitted as required by Paragraph 11-201(E)(11) of the Oak Forest Zoning Ordinance.

✓ **SUBMITTAL MATERIALS | as determined by staff**

## DOCUMENT STANDARDS

1. **Two (2) hard copies** of 24x36 inch sheets, with a scale no smaller than 1 inch = 50 feet of each of the following Required Plans.
2. **One full-size electronic copy**
3. **Eleven (11) 11x17 inch copies** prior to Planning and Zoning Commission review, upon direction of staff.

## REQUIRED PLANS

4. **Existing Conditions sheet.** A graphic rendering of the existing conditions, which depicts:
  - a. All significant natural, topographical and physical features of the subject property including topographical contours at one foot intervals
  - b. Location and extent of tree cover including single trees in excess of eight inches in diameter at five feet above ground level
  - c. Location and extent of water bodies and courses, wetlands, marshes and special flood hazard areas and floodways on or within 100 feet of the subject property
  - d. Existing drainage structures and patterns
  - e. Soil conditions as they affect development
  - f. Location, use, size and height in stories and feet of structures and other land uses on properties within 250 feet of the subject property, or as deemed necessary.
5. **Topographic Survey/Study sheet.** All existing and proposed surface and sub-surface drainage and retention and detention facilities and existing and proposed water, sewer, gas, electric, telephone and cable communications lines and easements and all other utility facilities.
6. **Proposed Site Plan sheet.** Data concerning proposed structures and existing structures that will remain, including:
  - g. Location, size, use and arrangement, including height in stories and feet
  - h. Where relevant, floor area ratio, gross floor area and net floor area
  - i. Where relevant, number and size of dwelling units, by dwelling unit type and number of bedrooms
  - j. Building coverage
  - k. Description of the calculation method utilized in computing all required statistics shown
  - l. Minimum yard and setback dimensions and, where relevant, relation of yard and setback dimensions to the height, width and depth of any structure
7. **Vehicular and Pedestrian Circulation Plan sheet.** Shows the location, dimensions, gradient and number of all vehicular and pedestrian circulation elements including rights-of-way and streets; driveway entrances, curbs and curb cuts; parking spaces, loading spaces and circulation aisles; sidewalks, walkways and pathways; and total lot coverage of all circulation elements divided as between vehicular and pedestrian ways.
8. **Erosion Control Plan sheet.** Must be for the period during which construction will be taking place, if required by the Community Development Director or the Board or Commission hearing the application.
9. **Sign Plan sheet.** Location, size and arrangements of all proposed wall, ground, and wayfinding signs. Refer to Section 9-106 for complete sign type, size, and placement requirements.
10. **Photometric Lighting Plan sheet.** Location, size, arrangements, and cut sheets of all light fixtures with photometric light levels.

	11. <b>Landscape Plan sheet.</b> A detailed landscaping plan, showing location, size and species of all trees, shrubs and other plant material; the location, designation and total area of all usable open space; and the location and height of fences or screen plantings and the type or kind of building materials or plantings to be used for fencing or screening.
	12. <b>Fire Equipment AutoTURN sheet.</b> A sheet depicting the site plan, dimensions of the city's largest fire apparatus, and the path of travel of said apparatus through the site to show whether or not it can enter and exit the site unimpeded.
	13. <b>Hard Line Elevations</b> with all materials and colors labeled.
	14. <b>Hard Line Floor Plans.</b>
	15. <b>Cut Sheets and/or Graphics</b> of all building materials.
	16. <b>Traffic Study.</b> If required by the Community Development Director or the Board or Commission hearing the application.