



Site and Development Plan Submittal Checklist

December 2013

PURPOSE To provide a list of required items to be shown on a site and/or development plan.

SCOPE All site and/or development plans submitted directly to the fire department.

TITLE BLOCK/ COVER SHEET INFORMATION

- | | | |
|---|--|--|
| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Project description | <input type="checkbox"/> Date of preparation |
| <input type="checkbox"/> Scale including a graphical representation | <input type="checkbox"/> Applicant name | <input type="checkbox"/> Site address |
| <input type="checkbox"/> Vicinity map | <input type="checkbox"/> Owner name | <input type="checkbox"/> Tax schedule number |
| <input type="checkbox"/> Project name | <input type="checkbox"/> Developer/Contractor name | <input type="checkbox"/> Legal description |

GENERAL PLAN INFORMATION - All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected. Plans must not exceed 24 in. x 36 in. and should be folded no larger than 9 in. x 14 in.

- | | |
|---|---|
| <input type="checkbox"/> Property boundaries and dimensions | <input type="checkbox"/> Significant natural features (rock outcroppings, wooded areas, water features, etc.) |
| <input type="checkbox"/> Existing and proposed lots with dimensions | <input type="checkbox"/> Show proposed landscaping around all buildings as well as any fire protection appliance (fire hydrant, fire department connection, etc.) |
| <input type="checkbox"/> Proposed uses and occupancies of all buildings | <input type="checkbox"/> Show all walls, fences, and other similar obstructions and indicate construction and heights |
| <input type="checkbox"/> Existing and proposed topography at two-foot maximum contour intervals | |
| <input type="checkbox"/> Existing and proposed easements with dimensions and use information | |
| <input type="checkbox"/> Location and dimensions of all buildings | |
| <input type="checkbox"/> All public and private street names adjacent to project | |

BUILDING INFORMATION

- | | |
|---|--|
| <input type="checkbox"/> Footprints, size, heights dimensions and types of construction of all proposed buildings | <input type="checkbox"/> Elevations of buildings as well as any object extending across any drivable surface |
|---|--|

FIRE APPARATUS ACCESS INFORMATION

- | | |
|--|--|
| <input type="checkbox"/> Proposed streets, drives, parking areas, etc., with dimensions and whether public or private | <input type="checkbox"/> Provide dimensions for all gate openings (clear width of opening) |
| <input type="checkbox"/> Construction materials, grades for all drivable surfaces and fire lanes | <input type="checkbox"/> Indicate slopes of all roadways with slopes of 10% or greater |
| <input type="checkbox"/> Show and identify all curb types | <input type="checkbox"/> Ensure dead-ends are provided with approved FD turnarounds as applicable |
| <input type="checkbox"/> Indicate all curbs or edges of roadways that will be marked as a fire lane | <input type="checkbox"/> Provide a statement or other indications that angles of approach and departure at all intersections or changes in grade are less than 8 degrees (not percent) |
| <input type="checkbox"/> Where intersecting drivable surfaces are at angles other than 90 degrees, provide adequate information that apparatus turning movements/radii are met | |
| <input type="checkbox"/> Show all gates across all drivable surfaces and indicate the gate operation (electronically/manually) along with gate movement/swing direction | |