

# CITY OF ASHLAND

## Site Plan Review Application Checklist

The submittal to your proposed project must include the following information in order to be considered an Application for Site Plan Review. Check appropriate boxes to indicate completion of the corresponding requirement. If the listed requirement is not applicable, please check "Does Not Apply." Refer to City of Ashland's *Unified Development Ordinance (UDO) 781* for more information regarding standards, plans, and requirements; the UDO can be accessed on the City's website under the Planning & Development page. **All required plan submittals for new development must be professionally drawn and stamped by a registered Architect or Engineer. Provide plans in the following formats: two (2) full-size, one (1) 11" x 17", and one digital (pdf).**

1. Completed Site Plan Review Application form with completed and signed checklist.  
 Attached
2. A cover letter is required describing the request for the Site Plan Review. The letter shall include a general description of the proposed project. Describe the proposed phasing of all buildings and site improvements including utilities, streets, and storm-water facilities.  
 Attached
3. Provide evidence of ownership or an interest in the property if purchased within the past six months.  
 Attached  Does Not Apply
4. **Site Plan.** All new development requires that a professionally drawn and stamped site plan be submitted, drawn to scale not more than 100 feet to the inch, and includes the following items:
  - A. The name, address, and telephone number of the owner, developer and designer.
  - B. Legal description of the site.
  - C. The location and dimensions of all site property lines and adjacent parcel lines within 100 feet.
  - D. Show and label all proposed and required front, rear, and side yard setbacks of the new development to the adjacent property lines.
  - E. Show the location and label widths of all existing and proposed public rights-of-way and public easements adjacent to and within the site.
  - F. Show all existing and proposed street improvements including streets, alleys, curbs, sidewalks and trails. Identify connections to existing/proposed sidewalks and trails and label proposed bicycle facilities and widths of pedestrian facilities.
  - G. Show existing and proposed driveways, parking spaces, and loading spaces. Indicate the direction of travel for one-way drives and inside radii for all curves. Note dimensions of driveways and parking spaces and list total number of parking spaces required and provided. Provide cross-section drawings of proposed curbs and sidewalks. Identify areas for snow storage/stacking.
  - H. Show the size, shape, location, height, and floor area of all existing and proposed new structures, and main and basement floor grades.
  - I. Existing and proposed grades, drainage systems, and structures with topographic contours at intervals not exceeding 2 feet.
  - J. Show any natural features such as wooded lots, mature vegetation, wetlands, floodplains, drainage ways, streams, and lakes or ponds with indication as to which are to be retained and which are to be removed or altered.
  - K. Show all existing and proposed new sign locations (approximate, if unknown at this time) for the site.
  - L. Show all existing and/or proposed septic systems, drain fields, tanks and wells if applicable.

- M. Provide any additional site information as required by the Zoning Administrator or Designated Authorized Agent or the Plan Commission.
- Attached  Does Not Apply, Please state reason:
5. **Vicinity Plan.** Show the location of the site in relation to the street system and neighborhoods. Label the land uses and ownership of adjacent properties.
- Attached  Does Not Apply, Please state reason:
6. **Utilities Plan.**
- A. Show the size and location of all existing and proposed public and private utilities. Note which utilities are above and below ground.
- B. The anticipated resident population contained within the project or number of employees anticipated to be generated by the project. Identify the estimated daily volumes or use of public utilities by the project.
- C. Provide calculations to determine the projected demand for water including requested water meter size. Describe how new or existing mains will meet the projected demand.
- D. If new impervious roof or parking surfaces will be added, provide storm water calculations to document that the existing storm-sewer system can properly dispose of the increased flows. Show any on-site retention systems that will be utilized to control the influx into the storm sewer. Describe how any onsite retention systems will be maintained following project completion.
- Attached  Does Not Apply, no additional demand on water or sewer utilities are proposed.
7. **Fire Protection Plan.** Provide to the Ashland Fire Department: A digital copy (in a .dxf or .dwg format) the site and structure's layout, specifically:
- A. **Site Plan: (including):** Adjacent streets; property boundaries; building footprints; parking areas; driveways/internal streets; location of natural gas and electric connections to the building; location of hazardous materials storage areas; location of water utility service line & connection to building; locations of fire department connection, knox box, alarm panel, and annunciator panel.
- B. **Building Floor Plan Layout: (including):** Exterior dimensions of the building; floor plan with room names & numbers identified (if applicable); doors; windows; stairways; location of hazardous materials storage areas; location of water utility service connection to the building; location of fire department connection, knox box, alarm panel, and annunciator panel.
8. **Landscaping, buffers, and screening.** A landscape plan illustrating the existing and proposed landscaping, buffers and screening (not addressed under a fencing plan – see # 9 below). Refer to the *Unified Development Ordinance 781, Section 6.4: Landscaping, Buffers, and Screening* for requirements and standards.
- Attached  Does Not Apply, Please state reason:
9. **External Lighting Plan.** A lighting plan illustrating the all existing and proposed exterior lighting (include a spec sheet or description of types of lights proposed). Refer to the *Unified Development Ordinance 781, Section 6.7: Exterior Lighting* for requirements and standards.
- Attached  Does Not Apply, Please state reason:
10. **Fencing Plan.** Show all proposed or required fencing locations, height, and fence type/s (include fence materials and color). Refer to the *Unified Development Ordinance 781, Section 6.5: Fences* for requirements and standards.
- Attached  Does Not Apply, Please state reason:

