



**STAFF ONLY**

Permit No. \_\_\_\_\_

Revision No. \_\_\_\_\_

Date \_\_\_\_\_

**SITE DEVELOPMENT PLAN CHECKLIST  
Single Family Dwelling (not in critical area)**

For a Single Family Dwelling not in the critical area, your Site Development Plan must be on a 24" x 36" sheet at a scale that is no smaller than 1"=40' and shall contain all information required by the Office of Planning and Zoning. The information shall include:

- (1) a title block (this identifies the property and should include the lot number, owner's name, etc);
- (2) a vicinity map no smaller than 4" x 4" at a scale of 1" = 2000';
- (3) a boundary line survey using the County coordinate system;
- (4) a north arrow;
- (5) a scale (such as 1" = 40' or 1" = 100');
- (6) a legend, as needed;
- (7) the gross area of the lot in acreage and square feet;
- (8) the zoning of the lot;
- (9) the lot boundary (property lines);
- (10) the setbacks required by Article 18 of this Code (show how far the proposed construction is from property lines);
- (11) a field run or aerial topography of existing conditions;
- (13) the location and size of all existing and proposed easements with a label explaining the purpose;
- (14) the location, rights-of-way widths, paving widths, and names of all existing improved and unimproved roads;
- (16) the location of slopes by categories of 15-25% and greater than 25% and associated buffers; the location of a 100-year floodplain, including FEMA floodplain; the location of coastal floodplain and coastal high hazard areas; and the location of other natural features;
- (19) the location of existing and proposed structures, sewers, water lines, and storm drains on the lot, and a note if they are to be removed;
- (21) a 100-foot adjacent peripheral strip, showing existing topography;
- (23) the location of private onsite water and sewerage facilities;
- (25) the proposed use and height of each structure on the lot;
- (26) a detailed computation of:
  - (i) floor area for each structure;
  - (ii) coverage by structures (% of property);
  - (iii) number of parking spaces; and
  - (iv) number and size of dwelling units by type, i.e. houses, townhouses, apartments

**Attachments (C)** A site development plan shall be accompanied by all information required by the Office of Planning and Zoning, including to the extent applicable:

- (1) a final infrastructure construction plan, including a stormwater management plan in accordance with Article 16 of this Code, a storm drain plan, and a water and sewer plan;
- (2) a final landscape plan;
- (3) a grading and sediment plan as provided in Article 16 of this Code;
- (5) a bog protection plan or bog protection worksheet for a bog protection area;
- (6) maps of existing and proposed drainage areas at a scale of 1" = 100' for a lot less than 25 acres and 1" = 200' for a lot greater than 25 acres;
- (8) a forestation agreement and all other deeds, easements, rights-of-way, agreements and other documents as required by Article 17