



## TOWN OF THOMPSON'S STATION SITE PLAN REVIEW CHECKLIST

- One completed application packet including
  - Application form
  - Project proposal statement
  - Present record owner
  - Copy of legal description of subject property
  - Copy of pre-application meeting form
  
- Site Plan - 10 copies, folded
  - Project title and location
  - Drawn to scale (no smaller than 1" to 40") with north arrow (oriented toward the top of the sheet) and vicinity map
  - Property lines and dimensions of all existing and proposed conditions
  - Adjacent land uses and access points
  - Project details, including setbacks, existing and proposed square footage, floodplain area, etc.
  - Landscaped areas
  - Legend with project information, including zoning, use, lot size, floor area ratio, setbacks, building height, percentage of landscaping and open space, and
  - Legend with parking information
  
- Elevations – 10 copies, folded
  - Project title and location
  - Building elevations for each side of each building (label, north, south, east and west)
  - Building heights, including features such as, architectural variations, wall lighting, etc.
  
- Landscape Plan, 10 copies, folded
  - Project title and location
  - Location of buildings, parking areas, walkways, etc.
  - Location of open space and all proposed landscaping
  - Legend with symbols representing existing and proposed trees, shrubs and ground cover
  - Legend in table form for all trees and plants, identifying the botanical name, common name, size, quantity and water usage
  - Any proposed fencing or walls
  
- Grading and Drainage Plan, 5 copies, folded
  - All existing and proposed grades
  - Street grades and building pad elevations

- Average slope calculations
  - Locations and elevations of any proposed or existing retaining walls
  - Cross sections of proposed cut/fill areas
  - Storm drain systems/detention areas
  - Location and ownership of drainage easements
  - Flood information
- Utilities Plan, 5 copies, folded
  - Plan should include approval by applicable utility company
  - Location/access to water, sewer lines, electric, gas or septic location if sewer is not available
- Lighting Plan, including photometrics
- Color/Materials Board
- Color Rendering of all buildings
- Processing Fee

ADDITIONAL INFORMATION MAY BE REQUIRED ON A CASE BY CASE BASIS. ALL SUBMITTAL REQUIREMENTS INCLUDING ANY ADDITIONAL INFORMATION, IF REQUIRED WILL BE NECESSARY TO SUBMIT A COMPLETE INFORMATION. PLEASE NOTE, AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED.