

## Commercial Establishment Design Standards Checklist

### 1. Site Plan

All site plans shall be drawn to a sufficient scale to clearly delineate the Applicant's proposed use and development of the subject property. The site plan shall include the following elements:

- Name of development;
- Name and addresses of owners, developers, engineers, surveyors, landscape architects, and architects;
- Vicinity map;
- Date;
- Scale;
- North arrow;
- Property boundaries and total calculated area of land being developed computed either to the nearest hundredth of an acre or nearest square foot;
- Building setback lines;
- Location, arrangement, and dimensions of proposed and existing buildings and structures;
- Proposed stages of development, if applicable, and anticipated time required to develop each stage;
- Location, arrangement, and dimensions of existing and proposed streets and driveways and other public ways, including pavement width and rights-of-way, points of ingress and egress and sight distances of all entrances to existing streets.
- Location, arrangement, and dimensions of existing and proposed parking areas, including total number and size of proposed parking spaces, and location of existing and proposed traffic islands;
- Location, arrangement, and dimensions of existing and proposed loading/unloading areas and description of screening/enclosure type and materials;
- Location, arrangement, and dimensions of existing and proposed sidewalks and crosswalks connecting public streets/sidewalks and building entrances (minimum 5-foot) and along the full length of any building where it adjoins a parking lot (minimum 6-foot);
- Location of existing natural features, including tree masses, significant rock outcroppings, streams, and flood plains;
- Location of existing and proposed trash collection areas and description of screening/enclosure type and materials;
- Location of existing and proposed ground-mounted or roof-mounted equipment and description of screening/enclosure type and materials;
- Location of existing and proposed outdoor storage areas and description of screening/enclosure type and materials;
- Location of existing and proposed outdoor sales display areas and ancillary uses and description of type and materials of screening/enclosure;
- Location of existing and proposed central features and community spaces, including bus stops, customer drop-off/pick up points, patios, courtyards, window shopping areas, plazas, etc.
- Location, arrangement, and type of existing and proposed exterior lighting (see #4, Lighting Plan);
- Location, arrangement, and dimensions of existing and proposed signage (see #5, Signage Plan);

- Location and arrangement of proposed open space and landscaped areas, including 3-foot landscape strip between proposed sidewalk and building, buffering, and traffic islands (see #3, Landscape Plan); and,
- Any other pertinent design elements.

## 2. Traffic Impact Study

All traffic impact studies shall be prepared and stamped by a professional engineer qualified in transportation engineering, if applicable.

## 3. Landscape Plan

All landscape plans shall be drawn to a sufficient scale to clearly delineate the proposed landscaping of the subject property. Proposed landscaping may be delineated on the site plan. The landscape plan shall include the following elements:

- Inventory of existing open space, trees, and plant materials on site before development (Note: Trees on a development site shall not be removed before the landscaping plan is approved);
- Location and arrangement of existing open space and plantings to be retained, if applicable;
- Location and arrangement of proposed screening, buffering, and plantings, including berms, walls, and planting type, number and size at planting and maturity; and,
- List of all plant materials to be utilized (Note: Native trees are encouraged, and trees, plants, and shrubs should be suitable for soil and site conditions).

## 4. Lighting Plan

Proposed lighting may be delineated on the site plan. The lighting plan shall include the following elements:

- Location, arrangement, and type of existing and proposed exterior lighting (building, parking, and signage);
- Description of existing and proposed exterior lighting; and,
- Photometric plan indicating degree of illumination at the property lines.

## 5. Signage Plan

A signage plan is not a mandatory submittal but is highly encouraged. Existing and proposed signage may be delineated on the site plan and/or building elevations and shall include the following elements:

- Location, arrangement, and dimensions of existing and proposed signage, and
- Description of signage materials, colors, and illumination.

## 6. Building Elevations

Building elevations for all sides of the proposed building shall be submitted and shall be drawn to a sufficient scale to clearly delineate architectural details. Building materials and colors may be described and delineated on the building elevations.