

MINOR DEVELOPMENT CHECKLIST

- ___ Building plans
- ___ Site plan
- ___ Landscaping plan
- ___ Stormwater plan
- ___ Pre-construction elevation certificate
- ___ As-built elevation certificate
- ___ Water/sewer taps

FORM B-1 Checklist

- ___ 1. Any land rendered unusable for development purposes by deed restrictions or other legally enforceable covenants or limitations.
- ___ 2. All water courses, water bodies, floodplains, wetlands, important natural features, wildlife areas, soil types and vegetative cover on or adjacent to the site.
- ___ 3. The location of environmentally sensitive lands designated pursuant to [Article 11](#) of this Code, if any.
- ___ 4. The location and intensity or density of the proposed development.
- ___ 5. A general parking and circulation plan.
- ___ 6. Points of ingress and egress and any planned public or private roads, rights-of-way, pedestrian ways, bicycle paths or transportation facilities.
- ___ 7. The existing and proposed stormwater management systems on the site and proposed linkage, if any, with existing or planned public stormwater management systems.
- ___ 8. Proposed location and sizing of potable water and wastewater facilities to serve the proposed development.
- ___ 9. Proposed open space areas on the development site and types of activities proposed to be permitted on such open space areas.
- ___ 10. Lands to be dedicated or transferred to a public or private entity and the purposes for which the lands will be held and used.
- ___ 11. A description of how the plan mitigates or avoids potential conflicts between land uses.
- ___ 12. Architectural elevations of all buildings sufficient to convey the basic architectural intent of the proposed improvements.
- ___ 13. A soils map of the site.
- ___ 14. A recent aerial photograph encompassing the project area and identifying the project area and total land areas. The scale shall be no smaller than 1" equals 800 feet.
- ___ 15. A map of vegetative cover including the location and identity, by common name, of all protected trees.
- ___ 16. A topographic map of the site clearly showing the location, identification and elevation of bench marks, including at least one bench mark for each major water control structure.
- ___ 17. A map showing the locations of any soil borings or percolation tests as may be required by this Code.
- ___ 18. The location of any underground or over head utilities, culverts and drains on the property and within 100 feet of the proposed development boundary.

- ____ 19. The 100-year flood elevation boundaries.
- ____ 20. Area and percentage of total site to be covered by impervious surface(s).
- ____ 21. Grading plans specifically including perimeter grading.
- ____ 22. Construction phase lines.
- ____ 23. Building plans showing the location, dimensions, gross floor area and proposed use of buildings.
- ____ 24. Building setback distances from property lines, abutting rights-of-way and all adjacent buildings and structures.
- ____ 25. Minimum floor elevations of buildings within the 100-year floodplain, if any.
- ____ 26. The location, dimensions, type, composition and intended use of all ancillary structures.
- ____ 27. The location and specifications of any proposed garbage dumpsters.
- ____ 28. Cross sections and specifications of all proposed pavement.
- ____ 29. Typical and special roadway and drain sections and summaries of quantities.
- ____ 30. Information sufficient to determine compliance with the Landscape and Tree Protection Regulations of this Code (reference [Article 12](#)).
- ____ 31. The location, accompanied by all necessary drawings, construction plans, wiring plans, etc., of all proposed signs.
- ____ 32. The proposed number, minimum area and location of lots, if the development involves a subdivision of land.
- ____ 33. All lots shall be numbered either by progressive numbers or in blocks progressively numbered or lettered except that blocks in numbered editions bearing the same name may be numbered consecutively throughout several editions.
- ____ 34. All interior excluded parcels shall be indicated and labeled accordingly.
- ____ 35. All contiguous property shall be identified by development title, plat book and page, or if the land is unplatted it shall be so designated.
- ____ 36. Total number and type of residential units categorized according to number of bedrooms. The total number of residential units per gross acre shall be given.
- ____ 37. Location of on-site wells, if any, and wells within 200 feet of any property line, if any.
- ____ 38. Restrictions pertaining to the type and use of existing or proposed improvements, water ways, open spaces, buffer strips and the like shall require the establishment of restrictive covenants and such covenants shall be submitted with the final development plan for recordation.
- ____ 39. If the development includes private streets, ownership and maintenance association documents shall be submitted with the final development plan and the dedication contained on the development plan shall clearly indicate the roads and maintenance responsibility to the association without recourse to the City or any other public agency.
- ____ 40. If the development is to be phased for any reason, a master plan for the entire project shall be submitted with the development plan for the first phase or phases for which approval is sought. In addition, a schedule indicating approximate development phasing, including the sequence for each phase shall be included.
- ____ 41. The manner by which historic and archeological sites on or near the site will be protected.