



We're going outside.

City of Jefferson Procedural Checklist for Site Plans Requirements per Section 300.10.43

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan and by the City to process the application.

Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

Property address for site plan: _____

I Applicability

Site plan review and approval shall be required for changes to site characteristics (listed in Section 300.10.43).

II Application Requirements

The Applicant shall submit 1 electronic pdf or 3 paper copies (11 x 17) of the application. Applications for site plans shall contain all of the following, unless specific application requirements are waived in writing by the Zoning Administrator.

- Written description of the intended use describing in reasonable detail the following:
 - Name and complete contact information for the applicant, landowner, developer, and project engineer or planner.
 - Development title.
 - Legal description and tax key number of the subject property.
 - Existing zoning district(s) and proposed zoning district(s), if different.
 - Existing and proposed land uses.
 - Projected number of residents, employees, and/or daily customers.
 - Proposed number of dwelling units and density.
 - Demonstration of compliance with the applicable standards and requirements of the City of Jefferson Zoning and Municipal Code.
 - Demonstration of consistency with the Comprehensive Plan.
 - Fencing materials (Section 300.06.40).

- Indicate distance and information pertaining to the nearest private or public well.
- Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
- A small location map showing the subject property and illustrating its relationship to the nearest street intersection.
- Pre-Development Site Information.
 - The signature of the surveyor, engineer, or architect responsible for site plan preparation along with revision dates.
 - Location of all existing structures within 50 feet of the property boundaries.
 - Existing property lines and setback lines.
 - Existing structures and paved areas.
 - Existing right-of-way lines with bearings and dimensions clearly labeled, including names of adjacent or surrounding streets.
 - Existing easements and utilities.
 - Existing and proposed topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2 percent where 1 foot contours shall be shown.
 - Existing on-site soil classification.
 - The outer edges of all natural resource areas (i.e. floodplains, shorelands, wetlands, drainageways, woodlands, steep slopes).
- Proposed Post-Development Site Information.
 - Property lines and setback lines.
 - Location of all proposed structures and use areas, including paved areas, building entrances, walks, drives, decks, patios, fences, utility poles, and drainage facilities.
 - Proposed right of way lines with bearings and dimensions clearly labeled.
 - Proposed access points onto public streets and access drives on the subject property.
 - Location and dimension of all on-site parking (and off-site provisions if they are to be employed), including a summary of the number of parking stalls provided.
 - Location of all proposed parking and traffic circulation areas.
 - Location and configuration of all visibility triangles proposed on the subject property.
 - Location and dimension of all loading and service areas on the subject property.
 - Location of all outdoor storage areas and the design of all screening devices.
 - Location of all rooftop, wall-mounted, and ground-mounted mechanical equipment, and the design of all screening devices.
 - Location and type of all stormwater facilities and management approach to be employed and a copy of the proposed maintenance agreement.
 - Location of snow storage areas, except for single family and two family residential.
 - Proposed easement lines and dimensions with a key provided and explanation of ownership and purpose. Easement documents governing public access or cross access should be provided for review.
 - Location and size of all gas, electric, water, storm and sanitary utilities serving the parcel.
 - Location, type, height, size, and lighting of all signage on the subject property.
 - In the legend, include the following data for the subject property: lot area, flood area, floor area ratio, impervious surface area, impervious surface ratio, and building heights.

- Detailed Landscaping Plan. If required, a landscape plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.
- Grading and Erosion Control Plan. Scaled drawing depicting existing and proposed grades, including retention walls and related devices, and erosion control measures. Written erosion control plan indicating pre-site disturbance elements, maintenance and inspection timing of same during construction, provisions for temporary stabilization during construction and final stabilization plan.
- Elevation Drawings.
 - Elevations of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment and all rooftop, wall-mounted, and ground-mounted mechanical equipment.
 - Depict exterior materials, texture, color, and overall appearance.
 - Perspective renderings of the proposed project and/or photos of similar structures may also be submitted, but not in lieu of drawings showing the actual intended appearance of the building(s).
- Photometric Plan
 - Location, type, height, design, illumination power, and orientation of all exterior lighting on the subject property.
 - Impact of lighting across the entire property to the property lines rounding to the nearest 0.10 foot candles.
- Operational Plan.
 - Describe the proposed hours of operation and traffic generation.
 - Procedures for snow removal, except for single and two family residential.

III Process Checklist

- | | |
|---|-------------|
| <input type="checkbox"/> Pre-Application conference with Staff (recommended) | Date: _____ |
| <input type="checkbox"/> Application fee of \$200 payable to City of Jefferson | Date: _____ |
| <input type="checkbox"/> Reimbursement of professional consultant costs agreement executed. | Date: _____ |
| <input type="checkbox"/> Receipt of final application packet by Zoning Administrator | Date: _____ |
| <input type="checkbox"/> City Staff input | Date: _____ |
| <input type="checkbox"/> Review and action by Zoning Administrator | Date: _____ |