

CHECK LIST FOR SUBMITTED PLANS

The following items must be noted on the plans that are submitted to the Village. If the Planning and Zoning Coordinator has determined that an item has been omitted from the plans, the Coordinator has the authorization from the Planning and Zoning Commission to reject the proposed plans at the time the plans are submitted for insufficient information.

Refer to Chapter 1107.04 APPLICATION REQUIREMENTS

- SITE PLAN DRAWN TO SCALE
- STREET NAME NOTED
- DIMENSIONS OF THE LOT
- NORTH ARROW
- EXISTING CONDITIONS NOTED ON PLANS
- ALL SETBACKS—CURRENT & PROPOSED—NOTED ON PLANS
- SIZE AND LOCATION OF THE PROPOSED BUILDING OR ADDITION
- IMPERVIOUS SURFACE CALCULATIONS*

*The applicant will need to provide all existing and proposed impervious areas as described below.

Data/documents to be submitted:

Existing Conditions:

1. Lot area
2. Footprint area of the main building
3. Footprint area of all accessory buildings
4. Area of all pavements (driveways, walkways, patios, athletic courts, swimming pools, hot tubs, etc.)
5. Porches, decks, stairs, ramps, etc.
6. Plan or aerial photo showing the existing conditions

Proposed Improvements:

1. Area of proposed structures (new homes, house additions, accessory buildings, etc.)
2. Area of new or expanded pavements (driveways, walkways, patios, athletic courts, swimming pools, hot tubs, etc.)
3. Area of new porches, decks, stairs, ramps, etc.
4. Scaled drawings showing each of the new elements proposed as part of this application

CONSTRUCTION DRAWINGS OF THE PROPOSED BUILDING OR ADDITION MUST INCLUDE THE FOLLOWING:

- FLOOR PLAN
- ELEVATION DRAWINGS

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- EXISTING GRADES
- ANY CHANGES IN ELEVATIONS
- SECTION DRAWINGS
- DRAINAGE– See Chapter 1339 Sanitation and Plumbing included in the packet
- DRIVEWAY LOCATION (EXISTING AND PROPOSED)

ALL DIMENSIONS SHOWN ON PLANS--INCLUDING:

- LOT LINES
- REQUIRED SET BACK LINES
- PLANNED SET BACK LINES
- DISTANCE FROM LOT LINES TO BUILDING FROM THE **OVERHANGS**
- ALL STRUCTURES, EXISTING AND PROPOSED, NOTED ON THE PLAN
- HEIGHT OF THE DWELLING (EXISTING AND PROPOSED)
- CURRENT SQUARE FOOTAGE OF THE LOT
- CURRENT AND PROPOSED SQUARE FOOTAGE OF THE DWELLING

LANDSCAPING REQUIREMENTS (Refer to Chapter 1153 Landscaping Regulations)

- SHOW BY DISTANCE AND DESIGN EXISTING AND PROPOSED TREES, SHRUBS AND THE EXTENT AND TYPE OF GROUND COVER.

G: Administrative\Zoning\Check List for Submitted Plans Revised 03-22-2018