

**CHECKLIST FOR SITE PLAN PREPARATION / REVIEW  
METAMORA TOWNSHIP**



**Site Plan Drawings - Required Contents**

- Location map showing site in relation to nearest major intersection.
- A scale of not less than 1" = 30' if the developed portion of the subject property is five (5) acres or less, and 1" = 100' if over five (5) acres.
- Date and north point.
- Location of all existing and proposed structures and uses.
- All aisles, drives and parking areas (include the number of spaces in each).
- Screening and/or protective walls. (Section 1521)
- Principal and accessory buildings.
- Location of existing and proposed rights-of-way, widths of all abutting streets, alleys and easements.
- Types of facing materials to be used on structures.
- Elevations (front, sides and rear views) of all sides of the building(s).
- A floor plan drawing showing the specific use areas of all existing and proposed buildings on-site.
- Seal of registered Architect, Landscape Architect, Land Surveyor, Professional Community Planner or Civil Engineer who prepared the plan. In cases of minor structural alterations where professional services are not required, additions of three hundred (300) square feet or less, or for changes in the use of existing buildings, the Planning Commission may waive this requirement.
- Density calculations (for multiple family projects).
- Existing buildings or improvements on the site and on all property adjacent to the site that are within 100 feet.
- Designation of units by type of buildings.
- Interior sidewalks and sidewalks within right-of-way.
- Exterior lighting locations and methods of shielding them from projecting onto adjoining property.
- Trash receptacle location and method of screening.
- Landscape plan. (Section 1510)
- Drive or street approaches including acceleration, deceleration and passing lanes, if appropriate.
- All utilities located on or serving the site.
- Loading and unloading area.
- Total floor area.
- Designation of fire lanes.
- Where large equipment or machinery is to be installed, the location, type, horsepower, fuel, dimension, noise, vibration, emission levels, and other data of all such equipment or machinery.
- Location and extent of development of recreation areas, where necessary.
- Existing and proposed contours shall be provided at an interval of one (1) foot. There shall clearly indicate the proposed Grading and Drainage Plan and shall identify any areas of reclaimed or filled land. Storm water run-off from the property shall not exceed an agricultural run-off rate.
- Address location on building (minimum 6 inch numbers).