



SITE PLAN CHECKLIST

GENERAL

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
- Sheet size shall be 22" x 34", black and white drawing on bond paper in landscape view.
- Permissible scale for plan are engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60" or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; town, county and state name; survey and abstract name; and date of preparation.
- Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Label proposed lot and block designations.
- Label lot area for each lot in acres and square feet.
- Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site.
- Show current and proposed property boundaries/lot lines. Label distances and bearings or curve data as appropriate.
- Legend, if abbreviations or symbols are used.
- Exterior lighting shown.

- Town Action block placed above title block.

<u>ACTION</u>	
APPROVED	DENIED
STAFF _____ <div style="text-align: center; margin-left: 100px;">Date</div>	_____ <div style="text-align: center; margin-left: 100px;">Initials</div>
COUNCIL _____ <div style="text-align: center; margin-left: 100px;">Date</div>	_____ <div style="text-align: center; margin-left: 100px;">Initials</div>
See the Staff Approval Letter or Council Result Memo for any conditions associated with the approval of the project.	

- For commercial and multi-family developments, provide site data summary table using the following format:
 - o For multi-lot developments, provide a column for each lot and a row for development totals.
 - o Zoning.
 - o Proposed Use(s).
 - o Lot Area, excluding right-of-way (square footage and acreage).
 - o Building Area (gross square footage).
 - o Building Height (feet and number of stories).
 - o Building Area Coverage Percentage.
 - o Total Parking Required (with ratio).
 - o Total Parking Provided
 - o Note: "Handicap parking is provided in accordance with ADA standards".

IF APPLICABLE

- Number of Dwelling Units with Number of Bedrooms for multi-family developments.
- Existing and proposed improvements within 100 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property.
- Existing and proposed building locations, building size and dimensions, finished floor elevation, density, height, dimensions between buildings on the same lot, building lines and setbacks, distance between buildings, and use.

- Show, label, and dimension open storage areas including required screening and pavement construction (e.g. asphalt, concrete, etc.).
- Existing and proposed easements (utility, fire lane, landscape, visibility, access and maintenance, public way access, drainage, and drainage and detention, etc.). Depict existing and proposed franchise utility easements.
- Show parking areas. Label as existing or proposed. Label pavement construction (e.g., asphalt, concrete, etc.). Dimension parking spaces and label number of spaces per tier of parking. Show and label accessible parking spaces including accessible passenger loading zones and routes.
- For businesses with drive-thru lanes, show, label, and dimension all lanes, including all stops (menu boards, windows, etc.) and stacking and escape lanes.
- Location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions. Label existing or proposed.
- Show, label, and dimension of off-street loading areas, dumpsters, and trash compactors with height and material of screening.
- Proposed dedications and reservations of land for public use including but limited to: rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage.
- Screening walls, fences, gates, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification.
- Landscape islands with dimensions of the width.
- Landscape barriers and buffers with dimensions
- Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Department approval.
- Plan is consistent with zoning, overlay districts, heritage designations, and/or specific use permits approved for site.
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development easement requirements.

Town of Sunnyvale site plan notes:

1. Any revision to this plan will require Town approval and will require revisions to any corresponding plans to avoid conflicts between plans.
2. Open storage, where permitted, shall be screened in accordance with the Unified Development Ordinance, as amended.
3. Buildings with an aggregate sum of 5,000 square feet or greater on a lot shall have automatic fire sprinklers installed throughout all structures. Alternative fire protection measures may be approved by the Fire Department.
4. All signage is subject to Town approval.
5. All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval.

ENGINEERING

- Existing and proposed topography at one (1) foot contours or less and proposed at one (1) foot contours or less, referenced to sea level datum.
- Proposed reclamation of floodplain area(s), if applicable, with acreage.
- If proposed lot is adjacent to or contains 100-year developed condition floodplain, reference FEMA FIRM # and label each building's minimum finish floor elevation.
- Proposed detention areas (note easement).
- Storm sewer utilities, water, and sanitary sewer mains and service lines with dimensions, sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified.
- Water and sewer connections, meter locations, sizes, and meter and/or double check detector assembly vaults indicated.
- Water Meter Table: shows the number of water meters by size and note if they are existing or proposed.
- Inlets, culverts and other drainage structures on-site and immediately adjacent to the site.
- Show and label above ground and underground fuel storage tanks. Label fuel tank capacities.

TRAFFIC

- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space).
- Existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type.
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.
- Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes. Dimension pavement widths, R.O.W., and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (e.g., asphalt, concrete, etc.).

R.O.W. STREET DESIGN, & ACCESS INFORMATION FOR ROADWAYS WITHIN AND CONTIGIOUS OF THE SITE

- Show public, semi-private, and private streets. Show and dimension R.O.W. and/or easement widths, pavement widths, and street centerlines. Label as existing or proposed. Label street names. Label pavement construction (e.g., asphalt, concrete, etc.).
- Show and dimension median openings. Label as existing or proposed. Dimension distances between median openings and distances to nearest offsite median openings.
- Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed.

OTHER

- Other plans which are required to be submitted with a Site Plan:
 - o Landscape plans (including screening plans).
 - o Building Elevations Plan.
 - o Final Plat/Replat/Conveyance Plat, if applicable.
 - o Flood study, if applicable.
 - o Traffic Impact Analysis if required (see Engineering Standards for TIA criteria).
 - o Any necessary offsite easements.
 - o Other approvals as required by ordinance or resolution
 - o Include Note:

This plan conforms with design standards included in the Town of Sunnyvale Transportation Plan, Water System Requirements, Waste Water System Requirements, and Drainage Criteria Manual.

FOR PROPERTIES CONTIGIOUS TO THE SITE AND PROPERTIES ACROSS R.O.W. CONTIGIOUS TO THE SITE, EXTENDING 50 FEET INTO THE SITE BOUNDARY, PROVIDE THE FOLLOWING

- Show, label, and dimension the portion of previously approved concept plans, preliminary site plans, and site plans.
- For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot.
- For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label zoning and land use for each lot and parcel.
- Show and label existing and proposed buildings.
- Show vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed.
- Show, label, and dimension water, sanitary sewer, and storm sewer utilities. Label as existing or proposed.
- Show, label, and dimension easements. Label as existing or proposed. Provide recording information for existing easements.
- Show and label existing topography at one-foot contours referenced to sea-level datum.