**Site and Development Plan Submittal Checklist**

**PURPOSE** To provide a list of required items to be shown on a site and/or development plan.

**SCOPE** All site and/or development plans submitted directly to the fire department.

### TITLE BLOCK/COVER SHEET INFORMATION

- North Arrow
- Scale including a graphical representation
- Vicinity map
- Project name
- Project description
- Applicant name
- Owner name
- Developer/Contractor name
- Date of preparation
- Site address
- Tax schedule number
- Legal description

### GENERAL PLAN INFORMATION

- Property boundaries and dimensions
- Existing and proposed lots with dimensions
- Proposed uses and occupancies of all buildings
- Existing and proposed topography at two-foot maximum contour intervals
- Existing and proposed easements with dimensions and use information
- Location and dimensions of all buildings
- All public and private street names adjacent to project
- Significant natural features (rock outcroppings, wooded areas, water features, etc.)
- Show proposed landscaping around all buildings as well as any fire protection appliance (fire hydrant, fire department connection, etc.)
- Show all walls, fences, and other similar obstructions and indicate construction and heights

### BUILDING INFORMATION

- Footprints, size, heights, dimensions and types of construction of all proposed buildings
- Elevations of buildings as well as any object extending across any drivable surface

### FIRE APPARATUS ACCESS INFORMATION

- Proposed streets, drives, parking areas, etc., with dimensions and whether public or private
- Construction materials, grades for all drivable surfaces and fire lanes
- Show and identify all curb types
- Indicate all curbs or edges of roadways that will be marked as a fire lane
- Where intersecting drivable surfaces are at angles other than 90 degrees, provide adequate information that apparatus turning movements/radii are met
- Show all gates across all drivable surfaces and indicate the gate operation (electronically/manually) along with gate movement/swing direction
- Provide dimensions for all gate openings (clear width of opening)
- Indicate slopes of all roadways with slopes of 10% or greater
- Ensure dead-ends are provided with approved FD turnarounds as applicable
- Provide a statement or other indications that angles of approach and departure at all intersections or changes in grade are less than 8 degrees (not percent)