



## DEVELOPMENT SERVICES DEPARTMENT

### SITE DEVELOPMENT CHECKLIST

#### **PROJECT DATA**

1. Name and address of project
2. Vicinity map
3. North Arrow & Scale (between 1"= 20' & 1"= 100')
4. Owner, Developer, Engineer, Architect, or Surveyor
5. Engineers', Architects', or Surveyors' certification stamp/sign
6. Revision block for date and type
7. Zoning of property
8. Screening or buffer zone, if necessary
9. Flood data-FEMA zone and MOE
10. Contact Information (Include Public Works, Public Utilities, Etc.)
11. Site Plan Application completed?
12. PC/BZA/PUD conditions of approval?

#### **PROJECT SITE**

13. Site Plan (legal boundaries, survey markers, and easements)
14. Contour map-existing and proposed topo grading plan
15. Temporary construction entrance and details
16. Sedimentation plan (erosion control details)
17. National Pollution Discharge Elimination System; OEPA permit
18. Building or additions (dimensions & setbacks)
19. Building floor elevations (3 ft vertical sanitary sewer separation)
20. Building square footage (fire protection and PUD requirements)
21. Driveway apron (City of Fairfield standard)
22. Off street parking space (180sq ft min.) & ADA parking
23. Parking pavement and curb details
24. Street right of way and building setback
25. Dumpster on concrete pad and screening
26. Demolition required as part of project?

#### **PROJECT UTILITIES**

27. Water Utility-Domestic (size, material, meter pit location, valves, standard drawings)
28. Water-Fire Protection (size, material, fire vault, FDC, PIV, hydrant, valves, standard drawings)
29. Sanitary Sewer Utility (size, material, manhole, inverts, trench, clean-out, standard drawings)
30. Sanitary profile drawing
31. Storm Water Utility (size, material, manhole, catch basin, inverts, and details)
32. Approval required from City of Hamilton or Butler county utilities?
33. Water/Sewer Service Application required?
34. Rainwater Management plan and detention calculations
35. BMP/O & M Plan for stormwater quality standards?
36. Other pertinent underground or overhead utilities