

# Hondo-Pre-Application Site Plan Checklist

- All exhibits shall be provided electronically (with Metes and Bounds in Word and exhibits in PDF format)
- All exhibits shall provide the following information:
  - o Title Block (in lower right corner) with type of plan/illustration, existing subdivision name with block designation and lot number or existing Abstract/Survey name and Abstract number, preparation date
  - o North arrow, scale or note of approximate scale and legend, if abbreviations or symbols are used
  - o Site boundaries, existing lot lines, existing easements, site acreage and square footage, and approximate distance to the nearest public cross street
  - o Land Owner’s name, address and telephone number; Developer-applicant name, address and telephone number; surveyor and/or engineer name, address and telephone number.
  - o Site Data Summary Table listing existing zoning, proposed use, proposed lot area(s) with square footage and acreage, proposed building area (gross square footage), building height (feet and number of stories), lot coverage, floor area ratio (for non-residential zoning), total parking required (with ratio), total parking provided, number of dwelling units and number of bedrooms (for multi-family developments).
- Site Plan Exhibit to include
  - o Proposed reservations for natural features including flood plains, drainage ways, creeks, tree masses and wetlands. If the site does not contain a floodplain, note that “no floodplain exists on the site”
  - o Lands to be reserved for public use including rights- of- ways, driveways and curb cuts, easements, park land, open space, and public facility sites with gross and net acreage or square footage as appropriate. Add note to this exhibit illustrating proposed thoroughfares as follows: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment.
  - o Building locations and dimensions, dimensions between buildings on the same lot, use of buildings.
  - o Parking lot areas and structures, proposed typical layout and number of standard spaces, standard parking dimensions, angle of parking if other than 90 degrees, accessible parking spaces, drive aisles and loading and unloading areas.
  - o Location of crosswalks, sidewalks, bicycle lanes and barrier free ramps with typical dimensions
  - o General size of drainage, detention and retention areas
  - o Proposed landscaping including at parking islands, along edges and buffers and screening adjacent to the thoroughfares and bordering properties
  - o Identify future independent phases with delineation of areas for land use, building sites, and other improvements
- Engineering Exhibits desirable, as applicable:
  - o Existing and proposed FEMA 100 year floodplain with elevations
  - o Proposed reclamation of floodplain areas(s), if applicable, with acreage
  - o Existing topography at five (5) foot contours or less
  - o Existing and proposed easements (utility, access, drainage, visibility, street, sidewalk and maintenance, etc.)
  - o General design of adjacent public street/thoroughfare improvements and right-of-way including existing or proposed deceleration lanes, median openings and left turn bays, location of driveways, drive aisles, cross access between internal developments and access to properties adjacent to the subject site with surface type and radii.

<b>Name of Preparer</b>	<b>Staff Initial(s)</b>
<b>Preparer Telephone</b>	
<b>Preparer Email Address</b>	
<b>Date</b>	