



Design Review Plan Checklist

Permit #: _____

Project Description: _____

Project Name: _____

Address or location of property: _____

Plan Reviewer: _____

Date: _____

PASS/ FAIL

- ☐ ☐ PROJECT COMPLIES WITH ZONING
- ☐ ☐ SITE PLAN IS NAMED AND ADDRESSED
- ☐ ☐ NAME, ADDRESS, TELEPHONE, AND EMAIL OF PERSON OR COMPANY RESPONSIBLE FOR THE PREPARATION OF THE SITE PLAN IS INDICATED
- ☐ ☐ NORTH ARROW
- ☐ ☐ SCALE INDICATED
- ☐ ☐ LOCATION OF ALL EXISTING STRUCTURES AND PROPOSED STRUCTURE
WITH DIMENSIONS ARE INDICATED
- ☐ ☐ PROPERTY BOUNDARIES ARE DEFINED AND HAVE DIMENSIONS
- ☐ ☐ LOCATION OF EXISTING AND/OR PROPOSED STRUCTURES, UTILITY LINES (WATER, SEWER, AND POWER), DRIVEWAYS, YARD HYDRANTS, PROPANE TANKS, ETC.
- ☐ ☐ IDENTIFICATION OF SETBACKS AND MINIMUM SETBACK REQUIREMENTS HAVE BEEN MET



- ☐ ☐ LOCATION/DIMENSIONS OF PARKING AREA, DRIVEWAYS ARE DEFINED
- ☐ ☐ SNOW STORAGE AREAS IDENTIFIED
- ☐ ☐ LOCATION OF THE ACCESS ROAD HAS BEEN IDENTIFIED AND LABELED

Road Name: _____

- ☐ ☐ IDENTIFICATION OF ANY PROPERTY EASEMENTS, SUCH AS ANY ELECTRICAL LINES (OVERHEAD AND/OR UNDERGROUND), TELEPHONE, ETC. AND HAVE BEEN LABELED
- ☐ ☐ LOCATION OF IRRIGATION DITCHES (EXISTING IRRIGATION DITCHES PRESERVED), if applicable
- ☐ ☐ DRAINAGE PLAN IS INDICATED INCLUDING THE LOCATION OF EXISTING AND/OR PROPOSED CULVERTS, DITCHES, OR FLOW OF WATER ACROSS THE SITE
- ☐ ☐ MAXIMUM BUILDING AREAS IDENTIFIED

NOTES:
