



**CITY OF HUTCHINS**  
**SITE PLAN/CONCEPT PLAN CHECKLIST**

PROJECT NAME: Foundry Wintergreen Industrial

FILE #: \_\_\_\_\_

The following is a list of requirements for site plan/concept plan applications. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Checking the box certifies to the City that you have completely and accurately addressed the issue. If not applicable, indicate an "N/A" next to the box. Failure to comply with standards could result in rejection of application and/or delay of plat approval. Provide this completed form at the

**Site Plan Submission Requirements -** The site plan submission shall be comprised of the following (all required items/information must be received by the City Administrator, or his/her designee, in order for a site plan/development review submission to be considered complete - incomplete submissions will not be reviewed until all deficient items/information have been received):

- 1.** ✓ Verification that all taxes and assessments on the subject property have been paid (see Subsection E below).
- 2.** ✓ Copies of the site plan (on 24" x 36" sheet and drawn to a known engineering scale that is large enough to be clearly legible), the quantity of which shall be determined by the City Administrator (or his/her designee) and (if applicable) an application form and filing fee.
- 3.** N/A If required, complete sets of engineering/construction plans (including the site plan and plat) for all site work and for all required public improvements (e.g., water, wastewater, grading/storm drainage, streets, alleys, fire lanes and hydrants, etc.), the quantity of which shall be determined by the City Administrator, or his/her designee.
- 4.** N/A Preliminary plat/final plat submission (as per the Subdivision Ordinance), if the property has not yet been platted, or a replat submission if additional easements or rights-of-way will need to be established for the proposed development.
- 5.** ✓ Landscaping plans (the required number of copies of the plans shall be determined by the City Administrator, or his/her designee).
- 6.** ✓ Building facade (i.e., elevation) plans (the required number of copies of the plans shall be determined by the City Administrator, or his/her designee; applicable in the PD and SUP districts only).



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**7.** N/A Any additional information/materials (i.e., plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the City Administrator, or his/her designee, in order to ensure that the request is understood.

**8.** ✓ Application form (format to be provided by the City) signed by the owner or his/her designated representative (if the applicant is not the owner of the subject property, then he/she shall submit verification in the form of a notarized statement that he/she is acting as an authorized agent for the property owner).

**9.** ✓ Filing fee (as established within Appendix A-6 of this Ordinance).

**Site Plan Details** - The site plan and accompanying engineering/construction plans (if required) shall contain sufficient information relative to site design and construction to clearly show the extent of the proposed development/construction, and shall include but not be limited to the following:

**1.** ✓ A site inventory analysis including major existing vegetation, natural watercourses, creeks or bodies of water, and an analysis of planned changes in such natural features as a result of the development. This shall include a delineation of any flood prone areas.

**2.** ✓ Any existing and proposed public/private streets and alleys; building sites or lots; any areas reserved as parks, parkways, playgrounds, utility easements or school sites; any proposed street widening and street changes (i.e., median cuts and turn lanes); the points of ingress and egress from existing/proposed streets; location and description of existing and proposed utility services, including size of water and sewer mains and laterals, and storm drainage structures (including grading); the location and width for all driveway openings; topography at no more than two-foot (2') contours; and existing development on all abutting sites and the zoning classification thereof.

**3.** ✓ Placement of all buildings on the site, showing the building footprints and setback lines, and all property lines, street curblines, alley lines, easements, screening walls, signage, any service/delivery areas for trucks, fire lanes, and parking areas (including parking space counts and a schedule of parking ratios used for the various proposed uses).

**4.** ✓ A landscape plan showing turf areas, screening walls, ornamental plantings, any existing trees that will be preserved (and techniques to be used to ensure preservation) or removed, all new trees to be planted, and irrigation plans (if required).

**5.** ✓ Building facade (i.e., elevation) plans showing all building elevations and any attached (i.e., wall-mounted) signage that will be used on the building (the required number of copies of the plans shall be determined by the City Administrator, or his/her designee; applicable in the PD and SUP districts only).



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**Supplemental Requirements** - ✓ The City's staff may require other information and data for specific site plans. This data may include but is not limited to geologic information, water yields, flood data and/or hydrological studies, environmental information, traffic impact analysis, road capacities, market information, economic data for the proposed development, hours of operation, elevations and perspective drawings, lighting, and similar information. Approval of a site plan may establish conditions for construction based upon such information if such conditions are deemed to be necessary bring the site plan into full compliance with the provisions of this Ordinance, or to protect the public health, safety or welfare. A conceptual plan showing a larger land area surrounding the proposed development may also be required so that the City can get a better understanding of how the proposed development will fit into (or will possibly affect) the surrounding area.

**Principles and Standards for Site Plan Review and Evaluation** - The following criteria have been set forth as a guide for evaluating the adequacy of proposed development within the City of Hutchins, and to ensure that all developments are, to the best extent possible, constructed according to the City's codes and ordinances.

The City Administrator, or his/her designee, shall review the site plan for compliance with all applicable City ordinances and with the Comprehensive Plan; for harmony with surrounding uses and with long-range plans for the future development of Hutchins; for the promotion of the health, safety, order, efficiency, and economy of the City; and for the maintenance of property values and the general welfare.

Site plan review and evaluation by the City Administrator, or his/her designee, shall be performed with respect to the following:

- 1.** ✓ The site plan's compliance with all provisions of the Zoning Ordinance and other ordinances of the City of Hutchins including but not limited to off-street parking and loading, lighting, open space, landscaping, existing tree preservation/removal, and the generation of objectionable smoke, fumes, noise, odors, dust, glare, vibration, or heat.
- 2.** ✓ The impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
- 3.** ✓ The relationship of the development to adjacent uses in terms of harmonious design, setbacks, maintenance of property values, and any possible negative impacts.
- 4.** ✓ The provision of a safe and efficient vehicular and pedestrian circulation system.
- 5.** ✓ The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
- 6.** ✓ The sufficient width and suitable grade and location of streets designed to accommodate prospective traffic and to provide access for firefighting and emergency equipment to buildings.



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- 7.** ✓ The coordination of streets so as to arrange a convenient system consistent with the Future Thoroughfare Plan of the City of Hutchins, as amended.
- 8.** ✓ The use of landscaping and screening to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties when necessary, and to complement and integrate the design and location of buildings into the overall site design.
- 9.** ✓ Exterior lighting to ensure safe movement and for security purposes, which shall be arranged so as to minimize glare and reflection upon adjacent properties.
- 10.** ✓ The location, size, and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
- 11.** ✓ Protection and conservation of soils from erosion by wind or water or from excavation or grading.
- 12.** ✓ Protection and conservation of watercourses and areas subject to flooding.
- 13.** ✓ The adequacy of water, drainage, sewerage facilities, solid waste disposal, and other utilities necessary for essential services to residents and occupants.