



Town of Westlake Site Plan (non-PD) Checklist

The following checklist is used by staff when reviewing submittals for conformance with non-PD Site Plans. Other parties involved should also use this checklist to ensure they have met and included the criteria listed below. This checklist is not a supplement to the codes & ordinances of the Town of Westlake. Non-PD Site Plans are not required for single-family lots and GU zone property.

Project Name: _____

Issue Date: _____

Address: _____

Reviewed by: _____

Check boxes where applicable.

Copies Required:

- 6 copies of all plans, elevations and other drawings that form the submittal
- 6 copies of the application form and 8½" x 11" photographic reduction of the drawings
- 6 copies of the development schedule, preliminary service plan, draft development agreement and any other supporting material
- 2 copies of the geotechnical report

Submittal Requirements –

Size:

- Sheet sizes are 30" x 42" or 24" x 36" at a scale of 1" = 50' or larger
- Site plans prepared by registered engineer, architect, or landscape architect

General Information:

- North arrow
- Total site acreage
- Submission date
- Scale (written and graphic)
- Vicinity map
- Names, addresses, telephone numbers of designer, engineer, developer, and owner
- Accurate survey of the boundaries of the site with the location of proposed land uses
- Adjacent subdivision names and property lines
- Adjacent land uses and structures



Structures:

- Locations, dimensions, and use of existing and proposed building sites
- Setback and separation distances between building sites
- Proposed construction type and façade material for all nonresidential buildings
- Proposed density of each use
- Proposed location of screening along the collector roadways shown on the Thoroughfare Plan

Streets and Sidewalks:

- Location and width of all rights-of-way and easements
- Location and dimensions of all pavement and curbing
- Location and width of all sidewalks
- Location and width of all ingress/egress points
- Location and width of all medians and median breaks
- Location of any special traffic regulation facilities

Off Street Parking and Loading:

- Number, location, and dimensions of spaces
- Type of surface material of parking facility
- Dimension of aisles, driveways, maneuvering areas, and curb return radii
- Distance between spaces and adjacent rights-of-way
- Location of all existing and proposed fire lanes and hydrants
- Proposed lighting diagram

Landscaping:

- Location and size of major tree groupings and existing hardwood trees of 8 in. caliper or greater, noting whether they are to be retained or removed
- Location and size of proposed plant materials, including paving
- Number and type of each landscape element
- Height and type of all fencing and buffering
- Height of all planters, sculptures, and decorative screens
- Location and type of trash receptacle screening
- Location and type of lighting for streets, signage, and parking areas
- Location of visibility triangles where required

Geotechnical:

- Geotechnical report on soils, subsurface and drainage that demonstrates conformity with the Town's Comp Plan
- Direction of water flow
- Quantity of on and off-site water generation
- Topographic contours at a minimum of 5 ft. intervals
- Points of concentrated water discharge
- Areas where special design and construction may be necessary due to slope or soil conditions



Service Plan:

- A preliminary drainage plan showing the size and location of each existing and proposed drainage way and retention or detention area
- The proposed method for providing water and sewer service