

**Sugar Hill Planning Board
Site Plan Review Checklist**

- An accurate plan of the site showing existing natural features including water courses and water bodies, various types of vegetation, topographical features, any other features which should be considered in the site design process.
- The type, extent, and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained. The landscaping plan shall include details of the plantings to be installed.
- Existing and proposed grades and finished grade elevations. Contour intervals no greater than 2' for developed portion of the site and 5' elsewhere. A professional engineer or land surveyor shall prepare existing topographic information.
- Soil types and boundaries.
- The location, dimensions and height of all buildings located or proposed on the site, the location, dimensions, and present uses of all buildings located within 200 feet of the property, and the location of all intersecting roads or driveways within 200 feet of the property.
- The location of all building setbacks required by the Zoning Ordinance.
- Location of flood hazard areas.
- The lot area, street frontage, and the zoning requirements for minimum lot size and frontage.
- Location of off-street parking and loading spaces with a layout of the parking indicated.
- The location, width, curbing and types of access ways and egress ways.
- The location of all existing and proposed deed restrictions, covenants, rights of way, easements, etc. as well as the names of the holders of all such rights.
- Surveyed property lines showing their deflection angles, distances, and radius, lengths of arc, and control angles, and monument locations.
- If the development is a subdivision, the lines and names of all proposed streets, lands, ways or easements intended to be dedicated for public use. Streets shall be arranged within the site to coordinate with other existing or planned streets so as to compose a convenient system; they shall be suitably located and of sufficient width to accommodate existing and prospective traffic, and to afford adequate access to buildings for firefighting equipment. All subdivision regulations shall apply.
- Plan views of all buildings, whether existing or proposed, with their use, size, location, and floor elevations indicated.
- A typical elevation view of all existing and proposed buildings located on the site and within 200 feet of the site indicating their height and signing.
- The type and location of solid waste disposal facilities.
- The location, size, and design of proposed signs and other advertising or instructional devices.
- A separate drainage plan showing:
 - The existing and proposed methods of handling storm water runoff.
 - The location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers.
 - Engineering calculations used to determine drainage requirements.
- An erosion and sediment control plan showing:

- Property lines, wetlands, stream courses, and all proposed improvements, including buildings, driveways, parking lots, etc.
 - Existing and proposed topography at two (2) foot intervals.
 - Locations of areas to be stripped of vegetation and other exposed or unprotected areas.
 - Re-vegetation plans and specifications for all unprotected or un-vegetated areas.
 - Location and design of all erosion and sediment control measures.
 - General information relating to the implementation and maintenance of the sediment control measures.
- If any exterior lighting is being proposed, a lighting plan which demonstrates compliance with Section VII(C) of these Regulations. The plan shall include the location of all exterior lighting fixtures, their proposed mounting height, and the area of direct illumination to be provided by each such fixture.
 - If any exterior signage is being proposed, a description of such signage, sufficient to demonstrate that its location is safe, visible, in harmony with the site plan, and in compliance with Article 13 of the Zoning Ordinance.
 - The size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200 feet.
 - The size and location of existing and proposed public and private utility connections, including provisions for fire protection.
 - The location and type of all existing and proposed lighting provisions for fire protection.
 - Copies of all applicable state approvals and permits.