

APPENDIX 8

SITE DEVELOPMENT PLAN (SDP) SUBMISSION REQUIREMENTS

A. The SDP Sketch Plans

1. A brief narrative of the project's purpose and general intent concerning land uses, circulation, open space, design concepts of buildings, proposed heights, densities, utility connections, drainage concept plan, and any other relevant information deemed important by the applicant to explain the project.
2. Sketch map of the proposed site layout at a scale of one-inch equals fifty feet (1" = 50') or larger; a bar scale shall also be included.
 - a. The date, a bar scale, a north arrow, site topography lines (two foot [2'] contours preferred), major physical features, and existing vegetation should be noted.
 - b. The zoning and general landscaping schemes for all property within 300 feet.
 - c. The general planning theme as well as general architectural and signage standards and materials for the project.
 - d. An illustration of the general location, character, square footage, height and use of all proposed structures.
 - e. The location and function of adjacent streets as well as vehicle circulation, parking areas, pedestrian and transit facilities, drainage facilities, and landscaping for the site.

B. Site Development Plans/Formal Submission - The following information shall be required on all drawings of SDPs, landscape plans and grading and drainage plans.

1. General Requirements.

- a. The name of the proposed development and submission phase (centered at the top of the sheet).
- b. A north arrow and a scale of 1-inch equals 50 feet (1" = 50') or larger.
- c. Sheet size of 24 inches by 36 inches (24" x 36") with the long dimension horizontal; the title block located in the lower portion of the sheet with the date of preparation.
- d. Development phasing lines.
- e. Topography at two foot (2') intervals.

- f. The name, address and telephone number of the individual or firm who prepared the plans.
- g. Approved plans shall be black line Mylar. No sepia ink or pencil drawings will be accepted. No sticky backs, stick-ons, or press-type letters or symbols will be allowed on the final Mylar that are to be recorded. All signatures are to be in black, permanent ink. Mylar shall be in duplicate for the county and town permanent files.

C. **Site Development Plan Submission Requirements** - The site development plan will contain a narrative including a general description of:

1. The scope of the project and its principal features and attributes;
2. Overall impacts of the proposed development on the adjoining properties;
3. Relationship to the Wiggins Comprehensive Plan;
4. Zoning of property;
5. Name and address of the property owner, the developer if different than the property owner and the person(s) preparing the site plan;
6. Proof of ownership (deed, current title policy or endorsement up to 120 days old);
7. Legal description or lot and block number, subdivision name, name of project, and address of site, when applicable.
8. Description of the proposed development schedule and phases of development when construction will not be in one phase;
9. Include any other pertinent descriptive information relevant to the project.
10. In addition to the above, a traffic study by a professional traffic engineer which describes the impacts of the proposed development on the existing or proposed street system and measures and means for dealing with these impacts. This requirement may be waived by the Administrator based on the size and scope of the project.
11. A drainage plan and study prepared by a professional engineer detailing the analysis and method for directing and containing the run-off over and above the historical flow from the site. This requirement may be waived by the Administrator based on the size and scope of the project.
12. A soils report and geological and subsidence investigation report prepared by a professional engineer must be submitted for the site.
13. A fiscal impact report may be required.
14. Accompanying the narrative exhibit will be a graphic map that shows existing site

characteristics including:

- a. The zoning, easements of record, existing structures, other improvements, and vegetation on the site as well as view corridors to and from the site. Structures to be removed should be indicated as such.
- b. For all surrounding property within 300 feet, this study shall indicate as-built density and name of subdivision(s). It shall also include the existing structures, parking areas, public and private streets (including dimensions and median and curb cuts), pedestrian and transit facilities, drainage facilities and landscaping, and fire hydrant locations.
- c. The names and addresses of the property owners, developers, and adjacent property owners, including those across transportation rights-of-way, alleys, and waterways or bodies.

D. Site Development Plan Drawings - The plan drawings are suggested to be on at least four (4) separate sheets. Sheet information may be combined depending on the scope and scale of the project with the concurrence of the Administrator. Certain drawing requirements may be waived by the Administrator depending on the scope and scale of the project.

1. Sheet # 1 shall be a Cover Sheet including:
 - a. Name of the development at the top of the sheet.
 - b. A general vicinity map at an appropriate scale and including all existing or proposed freeways, arterials and major collector streets within one mile of the site.
 - c. Legal description of the property being planned including section, 114 section, township and range.
 - d. Any special notes listed by the plan sheet they refer to.
 - e. Signature blocks for the Town Board, Planning Commission, and Owners or their representatives.
 - f. Names and addresses of Plan Sheet preparers.
2. Sheet #2 shall be a Site Plan showing all proposed improvements, in detail, including:
 - a. Property dimensions, including lot lines and lot design.
 - b. Dimensions and location of all proposed structures, their footprints and height, the number of floors, number of dwelling units, all overhangs or protrusions into the public or private access routes, location of entrances and loading points. All structures must be dimensioned and their locations must be tied out, meaning sufficient information to determine the coordinates of any corner of any structure. Any structure within 10 feet of an easement must show the distance between the

closest point of the structure to the nearest point of the easement. Note total building coverage -- percent and square footage. Include setback dimensions from property lines.

- c. Name and dimension of all public and private road rights-of-way, points of access on or adjacent to the proposed site and surface materials.
 - d. Location, dimension and surface materials of required off-street parking and loading areas. (Note total number of parking spaces provided, the percentages of small car spaces and lighting arrangements).
 - e. The structure's use (for parking calculations), the gross floor area, and the number of vehicle trips generated by the various uses on the site. Vehicle trip generation charts by use may be included in the traffic study.
 - f. Dimensions and locations for all curb cuts, driving lanes, bicycle lanes, pedestrian ways, garages, carports, public transportation pick-up points, and mail box kiosks. All public improvements should be labeled, with dimensions, and tied out to property lines.
 - g. Various notes, as necessary, shall be included.
 - h. Dimensions and location of all walls, fences, and screen plantings adjacent to public rights-of-ways and on the site, particularly around recreational vehicle and equipment storage areas and trash disposal facilities.
 - i. Location and dimensions of all existing and proposed drainage, utility, and other easements, water and sewer lines, water meters, and fire lanes and hydrants. Location and size of drainage facilities, and the direction of flow.
3. Sheet #3 shall be a Landscape Plan showing all landscaping and buffering details.
- a. Dimensions, square footage, percent of site and location of open space and common areas shall be shown on the plan.
 - b. Open space as required for a zone district as specified in this ordinance. Percentage calculations for open space shall be shown.
 - c. Note all building entrances, pedestrian walks or paths, pedestrian oriented areas, and vehicular drives and exterior parking areas (including dimensions, materials, and type of surface finish). All recreation areas, use and general equipment locations, as well as all fences, garden structures, and plazas shall be shown. Construction details showing methods of construction, materials, finishes, colors, and the type and location of the irrigation system shall be included.
 - d. All slopes and mound areas within the site shall be called out.
 - e. The plan shall identify and locate plant masses and type of plants.

- f. All lawn areas and ground cover areas shall be identified including the square footage of the area and the living and non-living plant materials to be used.
 - g. Various notes, symbols, and general information shall be placed on all landscape plans as necessary. The following conditions shall apply:
 - (1) Landscape installation shall be completed prior to issuance of Certificate of Occupancy.
 - (2) A statement or note concerning quantity and method of application of suitable soil preparation as determined by soil type. Soil type shall be stated in the note.
 - (3) General description of the automatic landscape irrigation system. If the type of system varies on the site it shall be so stated.
4. Sheet #4 shall show architectural elevations for all structures. It shall be 24 inches by 36 inches (24" x 36") and be drawn at a scale of one-eighth inch to one inch (1/8" - 1') or larger. All sides of the structures shall be shown. Descriptions of all materials and colors shall be included. Depending on the scale of the project, elevations may or may not be required at the discretion of the Administrator.