



**TOWN OF STEVENSVILLE  
COMMERCIAL SITE PLAN CHECK LIST**

**MULTI-FAMILY, COMMERCIAL, INDUSTRIAL SITE PLAN REQUIREMENTS**

New/Change of Use

Addition

Interior Remodel/Tenant Finish

THE FOLLOWING CHECK LIST MAY NOT BE ALL INCLUSIVE OF EVERYTHING NEEDED TO COMPLETE THE PLAN REVIEW PROCESS, BUT NONETHELESS IT MUST BE COMPLETED, SIGNED AND SUBMITTED BY THE PERMITTEE. INCOMPLETE SUBMITTALS WILL BE RETURNED UN-REVIEWED.

SITE ADDRESS: \_\_\_\_\_ ZONING: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

	TWO (2) COPIES OF COMPLETE PROJECT PLANS, ONE MAY BE DIGITAL
	TWO (2) COPIES OF SIGNED COM-CHECK ( <a href="http://www.energycodes.gov">www.energycodes.gov</a> )
	TWO (2) COPIES OF SITE PLANS
	TWO (2) COPIES OF SIGNED ASBESTOS LETTERS FROM OWNER AND CONTRACTOR (MAY NOT BE APPLICABLE TO NEW CONSTRUCTION)

**N/A YES Please show the following on the site plan:**

	North Arrow
	Clearly Indicate Scale Use on Site Plan. (1" = 20' maximum unless pre-approved by OPG)
	Names of Streets and Cross Streets – include alleyways and all rights-of-way.
	Easements; access, utility, etc. – include location and size.
	Boundaries and dimensions of property and property corners identified on site.
	Distance from property line to curb or edge of street.
	Locations of existing and proposed structures.
	Distance from all structures to the property lines. (No reversed plans accepted.)
	Existing and proposed curbs, sidewalks, driveways, curb cuts and locations.
	Garages and Carports <input type="checkbox"/> Attached <input type="checkbox"/> Detached # of buildings on site:
	Location, dimensions, and number of existing and proposed parking spaces including:
	Number of parking spaces and dimensions.
	Number, type and location of ADA (Americans With Disabilities Act) accessible parking.
	Square footage of paved parking area.
	Striping and ADA signage placement.
	Show ADA accessible entrances, ramps, routes and signage.
	Location of loading areas, accesses and type of vehicles using the area (delivery trucks, etc.)
	Show all areas to be paved including alleys, show typical pavement section.
	Show fire access and fire hydrant size and location.
	Grading and drainage plan to include (may be on a separate sheet):
	Topographic map showing existing elevation of all relative features including but not limited to: curbs and sidewalks, edge of asphalt and drainage structures in existing street, property corners, spot elevation throughout lot, contours on a 1 foot maximum interval if cut or fill exceeds 3 feet. (Elevations must be in sea level designation if greater than 3400 feet above sea level.)
	Show proposed elevations for: critical locations in parking lots, curbing both on site and on right-of-way, sidewalks, existing and finished building floor elevations, landscaping, cut and fill slopes, retaining walls,
	Show drainage plan including inlets or sumps with reference or copy of Town Standards, roof drainage, storm drains, etc.
	Indicate plans for erosion control and drag-on mitigation during construction.
	Exterior lighting to include (may be on a separate sheet):
	Photometric drawing to include, lighting layout, foot candles at property lines and regular lines and regular intervals and fixture mounting height. (Municipal Code Sec. 10-178)
	Lighting fixture catalog sheets.
	Show irrigation and drainage ditches.
	Show existing and proposed landscaping for on-site and boulevard including (may be on a separate sheet):
	Square footage existing, proposed and required.
	Topography.
	Landscaping plan.
	Types of plants, botanical and common name, ultimate size and size at planting.
	Type of ground cover.
	Irrigation.
	Type of mulch and location.
	Installation and maintenance plan.

**N/A YES**

	Heights and types of fences, existing and proposed.
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		Location and type of trash storage, including screening.
		Location of external grease interceptor and/or sand/oil interceptor.
		Drain field, step system, and/or sewer line location and size.
		Location of water service, outside shut off, and water meter as approved by Mountain Water Company.
		Water meter size:           inch
		Signs may require a separate permit.
		Include construction quantities for the following: Curb/Gutter           L.F.   Sidewalks:           S.F.   Parking/Paving (Asphalt/Concrete):           S.F.
		Number, type and location of short and long term bicycle spaces.

**GRADING, DRAINAGE AND HILLSIDE STANDARDS**

**N/A   YES   Please show the following on the building plans:**

		Occupancy type, type of construction and occupant load on table of contents page of plans.
		Exterior building elevations of all structures. (Indicate scale used ie: 1/8" = 1')
		Room identification and intended use of each room.
		Structural plans.
		Engineering and/or architect stamps on appropriate sheets.
		Foundation.
		Floor framing.
		Wall framing.
		Conventional roof framing.
		Schematic Drawings:
		Electrical
		Mechanical
		Plumbing

**MUST BE COMPLETED WHEN A BUILDING ON A HILLSIDE LOT WITH A SLOPE GREATER THAN 5%**

**NO   YES**

		Is any part of the proposed structure located on a slope greater than 5%? (5' elevation in 100 lineal feet) If you checked <b>NO</b> then <b>STOP</b> here. If you checked <b>YES</b> then the following must be completed.
		Existing and finished ground elevations at all building corners.
		Spot elevations for driveway at street, garage floor and sea level elevation for one building corner.
		Existing trees showing species and size.
		Use shading or crosshatch to indicate location of cut and fill and proposed slopes in excess of 2:1.
		Existing and proposed drainage structures and flow lines.
		Retaining walls including height and location (maximum height of 6' above grade).
		Existing and proposed contours of not more than two foot (2') intervals for the entire lot.

**MUST BE COMPLETED WHEN A BUILDING ON A HILLSIDE LOT WITH A SLOPE GREATER THAN 10%**

**NO   YES**

		Is any part of the proposed structure located on a slope greater than 10%? (5' elevation in 100 lineal feet) If you checked <b>NO</b> then <b>STOP</b> here. If you checked <b>YES</b> then the following must be completed.
		The topographic map showing existing and proposed contours of not more than two foot (2') intervals through the entire lot.
		Natural drainage courses.
		Rock out-croppings.
		Any geological hazards.
		Exterior building elevations showing finished and existing grade.
		Building height envelope calculations.

Notes/Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ATTEST: I hereby attest that the information submitted on this document and site plan is true and accurate.



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APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Failure to complete this form and to provide all the requested information will result in the permit application being returned to the permittee for corrections.

NOTICE: Written authorization from owner, if other than applicant, MUST accompany all tenant improvement projects.