



PROJECT SITE REVIEW CHECKLIST

LOCATION: _____

DEVELOPER: _____

DATE OF SITE REVIEW: _____

CODES: C (complies) N (need) R (required) NA (not applicable)

CODE	ORDINANCE NUMBER	SECTION	COMMENTS	
C	N	R	N/A	Site Plan (include the following items)
				Date, scale, north arrow, and contact information
				Existing site conditions and uses
				Proposed site use
				Vehicular circulation system
				Pedestrian circulation system
				Lot lines, numbers, dimensions, building lines
				Easements and utility locations
				Parking area and number of spaces
				Right-of-way dimensions
				Driveway locations w/n 100 feet of site
				Number and type of structures
				Percentage of lot coverage
				Types of dwelling units and net density per type
				Building lines, setbacks, heights
C	N	R	N/A	# Zoning
				12.02 NPL Overlay Requirements
				17.01(h) Downtown Design Standards
				82-446 Subdivision Requirements
				30-80 Development Plan
				17.01 Building Design Requirements
				17.02 Landscaping Requirements
				17.03 Screening Walls
				17.04 Lighting Regulations
				17.05 Waste Receptacles
				17.06 Mechanical Equipment

CODE

ORDINANCE
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SECTION

COMMENTS

C	N	R	N/A	#	Stormwater Management	
					Existing and proposed elevations	
					Existing and proposed drainage structures	
					Details of proposed structures	
					Pipe sizes, lengths, % of slope, inverts (existing & proposed)	
					Detention pond location	
					Emergency Stormwater Flow Path(s)	
					Drainage calculations	
					Erosion control plan	
					"Rule 5" – sites affecting 5+ acres	
					Watershed affected	
C	N	R	N/A	#	Traffic and Safety	
					Drive locations and widths	
					Public – Private streets	
					Signals/signage required	
					Emergency access	
					Temporary turnarounds	
					Improve existing roads	
					Truck route	
					Traffic Commission	
C	N	R	N/A	#	Fire Safety	
					Fire hydrants – locations and distance	
					Fire Department connections	
					Fueling stations	
					Vent pipes	
					Underground storage tanks- location, size, and material	
					Aboveground storage tanks- location, size, and material	
					Spill prevention countermeasure plan certification	
					Overhangs	
					Apparatus site access	
					Fire Apparatus turnaround- layout and radius	
					Reserved fire lanes	
					Temporary fire protection measures	
					Security/privacy gates	

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C	N	R	N/A	#	Environmental	
					Historical significance	
					Floodplain requirements	
					Wetland requirements	
					Noise, air pollution, odor, hazardous storage	
					Underground tanks	
					Airport Overlay District	
					Pipelines/Overhead Utility Lines	
					Wellhead protection	
C	N	R	N/A	#	Utilities	
					Sewer availability	
					Water availability	
					Capacity availability	
					Service lines shown	
					Grease trap requirements	
					Grit trap requirements	
					Industrial Pre-Treatment	
					Lift Station	
					New water service proposed	
					Existing/proposed water services—domestic, fire, irrigation	
					Water meter(s)	
					Backflow preventor	
					Backflow preventor location and note	
					New sewer service proposed	
					Existing/proposed sewer service	
					Water well	
					Onsite septic system	
					Sanitary sewer manhole	
C	N	R	N/A	#	Miscellaneous	
					Sidewalks (public/private)	
					Legal Description	
					Construction schedule	
					ADA regulations	
					Mark plans to show as-builts	
					Restrictive covenants	
					Utilities able to serve project	
					Outside storage/refuse	
					Addressing	

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C	N	R	N/A	#	Economic Development	
					Own/lease	
					Number of jobs created	
					Anticipated wages	
					Hours of operation	
					Tax Increment Financing	
C	N	R	N/A	#	Approval Process	
					Downtown Design Review Committee	
					NewPorte Landing Design Review Committee	
					Board of Zoning Appeals	
					Plan Commission	
					Traffic Commission	
					Historic Preservation Commission	
					Park Board	
					Tree Commission	
					Redevelopment Commission	
					Board of Public Works & Safety	
					Common Council	

Other Comments:

Local Permits Required:

Building Permit: _____
 Right of Way Cut: _____
 Sewer Permit: _____
 Sign Permit: _____
 Wetland Approval: _____
 Erosion Control Plan: _____
 Landscape Plan: _____

State Permits Required:

State Design Release: _____
 State Driveway: _____
 State Right of Way: _____
 DNR Permit: _____

Other Permits Required:
