

# City of Millersville Site-Plan Checklist

General Submittal Requirements	
1	Planning commission application + fees
2	Owner/agent authorization letter
3	Traffic Study (when applicable).
4	Water/Sewer Availability Letter
5	Legal Description of the property.
6	The existing and intended use of the lot and structures upon it.
7	2 paper copies + 1 electronic copy per-submittal (attach response letters from each submittal).
Standard Sheet Layout	
8	Site-plan drawn at a scale of 1" = 50ft.
9	North arrow, graphic scale, and legend of symbols and line types.
10	Properties, site orientation, and layout consistent with the whole document.
11	External Access.
12	Existing, proposed, and adjacent lots/boundaries & identifying numbers of sections lots and parcels.
13	Shape, size, and locations of all existing structures on the site.
14	Topographic features showing both existing and proposed contours, 2ft. minimum.
15	Location of all driveways and entrances.
16	Location and layout of all parking areas (dmensions shall be shown). Include ADA parking and show spot elevations.
17	Location of all accessory off-street loading berths (where/when applicable).
18	Location of open space.
19	Proposed ground coverage and floor areas.
20	Location of easements and rights-of-way.
21	Location of floodplains and floodways
Cover Sheet	
22	Name of proposed development (include plan type, revision #, lot number, and business name).
23	Names, addresses, and contact information of design professionals. Include the name, addresses, and contact information of neighboring property owners.
24	Tax map, group, parcel number(s), and address(es) of the site. Include the name, address, map-parcel #, and contact information of neighboring property owners.
25	Sheet index of all sheets included in the submittal set.
26	Approved modification standards (if any).
27	Site data chart (see item #38)
28	Schedule for components in multi-section developments (ex. Phase #1 will be completed by xyz).
Existing Conditions Plan	
29	Existing information on a field-run topographic survey. Survey shall extend a minimum of 50 feet beyond the property limits. Benchmarks shall be shown.
30	Project boundaries and internal property lines with lengths measured to the nearest hundredth of a foot and bearings reported in degrees, minutes, and seconds.

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31	Zoning district and any overlay zoning districts + Zoning districts of neighboring properties.
32	Existing natural site features including tree canopy, sinkholes, and hydrologic features.
33	<b>If Applicable.</b> All historic resources on the site and within street limits shown and labeled with location and description. Include any original accesses to historic structures and sites.
34	Existing topography contours with vertical intervals at two (2) feet max.
35	Existing natural slopes.
36	Existing man-made site features including, fences, walls, structures, buildings, pavement, cemeteries, archeological features, above- and below-grade utilities, fire hydrants, roadway, and railroad infrastructure.
<b>Site Plan</b>	
37	Existing man-made site features including, fences, walls, structures, buildings, pavement, cemeteries, archeological features, above- and below-grade utilities, fire hydrants, roadway, and railroad infrastructure.
38	<p>Site data chart.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Project Name:  Project #:  Address:  Parcel(s):  Acreage/Square Footage of Site:  Vesting (date development first became vested):</p> <p><b>REGULATIONS:</b>  Base Zoning:  Overlay Zoning:  Building Types Applied:  Frontage Types Applied:  Lot Width (Residential):  Lot Size (Residential):  Setbacks—  Front yard:  Side yard:  Rear yard:  Dwelling Unit Count, by Type:  Commercial SF, by Use:  Hotel Keys:  Building Height:  Minimum Landscape Surface Area:  Open Space SF Required:  Natural Area SF Required:  Tree Canopy Retention Acreage:  Parking Required, by Use:  Parking Provided, by Use:  Historic Resource Treatment (y/n):</p> </div>
39	Lot type diagrams per approved development plan, including corner lots (residential, commercial, and industrial).
40	Setback Lines
41	Open space location, type and amenities with labels.
42	Location, square footage, and exterior dimensions of proposed buildings and structures.

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43	Proposed ground coverage, floor areas, elevations, and building heights.
44	Location, dimensions, and materials of roadways, vehicle entrances/exits, cross-access between lots, loading zones, sidewalks, trails, and paths.
45	Location, dimension and counts of vehicle (total and handicap) and bicycle parking. Include ADA parking and spot elevations.
46	Location of screening planting and/or measures (materials or plants specified).
47	Drive-thru lanes and queuing graphically illustrated, with location and number of stacking spaces.
48	Locations of dumpster and mechanical equipment pads, screen walls, gates and doors.
49	Locations and details of gated access at streets or drives.
50	Locations of mailbox delivery kiosks, transit stops, street lights, and other pertinent surface items.
51	Retaining walls and fences, including height and material.
<b>Grading and Drainage Plan</b>	
52	Existing and proposed topography contours with vertical intervals at two (2) feet maximum, with spot elevations in areas with minimal topographic relief.
53	Limits of disturbance, buffers, outfalls, and protected areas.
54	Proposed grading using slopes (at the discretion of the city engineer) vertical or flatter in non-traffic areas.
55	Minimum pad and finish floor elevations.
56	Retaining wall type, location, and details, with spot elevations along top and bottom of walls, 4ft. max unless designed by a structural engineer.
57	Stormwater feature locations and details, including green infrastructure and detention areas.
58	Stormwater infrastructure locations and corresponding table showing material, size, and elevations.
59	Proposed and existing-to-remain utilities shown in grayscale.
<b>Grading and Drainage Calcs/Report</b>	
60	Spread Calculations
61	Map of drainage areas.
62	Hydrolic model of 2, 10, 25, 50, and 100 year storm events.
63	Drainage ditches calculated at 10 year storm events.
64	Follow the Metro IDF curve.
<b>Initial EPSC (erosion prevention &amp; sediment control)</b>	
65	Existing and proposed topography contours with vertical intervals at two (2) feet maximum, with spot elevations in areas with minimal topographic relief.
66	Stormwater feature locations and details, including green infrastructure and detention areas. Show locations of the detention pond, construction entrance, SWPPP box, and concrete washout.
67	Stormwater infrastructure locations and corresponding table showing material, size, and elevations.
68	Proposed and existing-to-remain utilities shown in grayscale.
<b>Intermediate EPSC (erosion prevention &amp; sediment control)</b>	

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69	Proposed topography contours with vertical intervals at two (2) feet maximum, with spot elevations in areas with minimal topographic relief.
70	Stormwater feature locations and details, including green infrastructure and detention areas. Show locations of the detention pond, construction entrance, SWPPP box, and concrete washout.
71	Stormwater infrastructure locations and corresponding table showing material, size, and elevations.
72	Proposed and existing-to-remain utilities shown in grayscale.
<b>Final EPSC (erosion prevention &amp; sediment control)</b>	
73	Final proposed topography contours with vertical intervals at two (2) feet maximum, with spot elevations in areas with minimal topographic relief.
74	Stormwater feature locations and details, including green infrastructure and detention areas. Show locations of the detention pond, construction entrance, SWPPP box, and concrete washout.
75	Stormwater infrastructure locations and corresponding table showing material, size, and elevations.
76	Provide stabilization measures. Include materials used to stabilize the landscape (seed+grass, sod, or erosion matting). Note: at least 70% vegetative cover.
77	Final Proposed and existing-to-remain utilities shown in grayscale.
<b>Stormwater Details</b>	
78	Reserved for detention pond detail, include design of inlet & outlet structure with elevations.
79	Reserved for pipe and structure details.
80	Reserved for erosion control details.
<b>Utility Plan</b>	
81	Water & Sewer General Notes and Data Chart (see Engineering Development Services webpage).
82	Type, size, and location of existing and proposed public utility infrastructure and appurtenances (valves, hydrants, etc.), including for City utilities (water, sewer, communications) and non-City utilities (non-City water, electric, telephone, gas, cable television, communications), and distance to the closest fire hydrants.
83	City water, sewer extended to property lines designated by WHUD (White House Utility District) and the City of Millersville Sewer Department as deemed necessary for future system expansion.
84	Water and sewer service line locations.
85	Horizontal utility clear separations, minimum 18".
86	Utility connections with descriptions (i.e. tapping sleeve and valve).
87	Future extensions showing proposed sewer stubs, blow off valves, and fire hydrants.
88	Manhole labels, stationing, and status (proposed, existing, future).
89	Extent of mill and overlay for open cut utilities, provide details.
90	Proposed and existing-to-remain roadways, sidewalks, stormwater infrastructure, buildings,
91	Utility plan and profiles for proposed water/sewer/reclaimed water utilities showing cover, pipe information (length, slope, material), manhole information (labels, stationing, status, invert, and top of casting), crossing utilities, and vertical separation.

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92	City standard drawings for proposed utilities and accessories.
<b>Roadway &amp; Access Plan</b>	
93	Roadway network, including proposed and existing-to-remain elements in right-of-way and access easements (e.g. roadway, curb and gutter, drainage structures, grass strips, sidewalks, ADA access ramps+spot elevations, landscaping, etc.)
94	Proposed and existing-to-remain utilities and landscaping shown in grayscale.
95	Roadway horizontal (centerline) and vertical (profile) alignments.
96	Location, dimensions, and materials of roadways, vehicle enterances/exits, cross-access between lots, loading zones, sidewalks, trails, and paths.
97	Location, dimension and counts of vehicle (total and handicap) and bicycle parking.
98	Drive-thru lanes and queuing graphically illustrated, with location and number of stacking spaces.
99	Locations of dumpster and mechanical equipment pads, screen walls, gates and doors.
100	Locations and details of gated access at streets or drives.
101	Locations of mailbox delivery kiosks, transit stops, street lights, and other pertinent surface items.
<b>Emergency Management Plan</b>	
102	Building identification location (address number) and design.
103	Enterence/exit locations labled on structure.
104	Autoturn exhibits for fire apparatus
105	Fire hydrant locations
106	Fire department connection locations (when applicable)
107	Distance between fire hydrants according to the current International Fire Code.
108	Dimensions showing all portions of building perimeter are within 400 feet of a firehydrant (comercial/industrial) (varies by location when applicable).
<b>Lighting/Photometric Plan</b>	
109	Location, type, height, and finish color of site lighting; base, pole, and luminaire details.
110	Provide a photometric plan using foot-candle unit showing a minimum of 0.2 foot-candles and a maximum of ten (10) foot-candles in parking areas; maximum of thirty (30) footcandles underneath fuel center canopies. No lighting source from a commercial use shall cause more than one foot candle of illumination of cross the property lineof an adjoining residential property.
111	Cut off lenses shall be provided for fixtures in excess of five (5) watts or 100 lumens. Light fixtures in excess of 150 watts shall be fully shielded to prevent glare or spillover onto adjacent streets and lots.
112	Canopy lights shall be fully recessed.
113	Combined height of pole, base and fixture shall not exceed twenty-two (22) feet in commercial districts, institutional uses (such as churches) and multi-family developments; shall not exceed sixteen (16) feet in residential districts. Design must be shown.
<b>Landscape Plan</b>	

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110	The location and dimensions of all existing and proposed structures, property lines, easements, parking lots and drives, roadways and rights-of-way, sidewalks, ground signs, refuse disposal and recycling areas, bicycle paths and parking facilities, fences, utility lines and equipment, recreational facilities, drainage facilities, and other free standing structures determined by the planning department.
111	The location, quantity, size and name, both botanical and common, of all existing plant materials, including trees and other plant material in the right-of-way, and indicating plant material to be retained and removed.
112	The location, quantity, size and name, both botanical and common, of all proposed plant materials, including but not limited to, shade and evergreen trees, shrubs, ground cover, annuals/perennials and turf, and other plant material in the right-of-way.
113	The existing and proposed grading of the site indicating contours at one (1) to two (2) foot intervals. Proposed berming shall be indicated using one foot (1) contour intervals.
114	Elevations of all proposed fences, steps, stairs, retaining walls both fixed (caste concrete, unitized walls) and any natural rock out cropping on the site. Top-of-wall and bottom-of-wall elevations shall be shown for retaining walls.
115	Elevations, cross-sections, and other details as determined necessary by the planning department.
<b>Architectural Elevation Plan</b>	
116	Color Building Elevations for all sides of the building(s) with scale, dimensions, and label (compass direction). Elevations must be signed and sealed by a registered architect. • For houses, duplexes, and townhouses, typical elevations may be submitted in lieu of signed and sealed elevations, but must be accompanied by the Detached Residential, 2-Family, and Townhome Architectural Standards Affidavit.
117	Identification of building type.
118	Dimensioned extents of façade elements.
119	Rooftop mechanical units and screening shown and labeled.
120	Specifications and proposed dimensions of a sign. Design must be included.

***Note: Current Building Codes and Zoning Regulations Apply.***

***Note: This is Not a Complete List of Site-Plan Requirements.***

***Other Items Maybe Required at The Descretion of The Planning Department.***