

# PLAN OF OPERATIONS REVIEW CHECKLIST

Based on Chapter 235-56 of the Code of the Village of Summit

This checklist provides a summary of requirements found in the Village of Summit Zoning Code. It is intended purely as a guide for developers and should not substitute for a full review of the Code and applicable regulations.

## GENERAL INFORMATION

- Names and addresses of owner and developer
- Telephone, fax, email contact information
- Graphic scale and north arrow
- Location sketch
- Size of site (overall and net acreage)
- Existing zoning
- Adjacent zoning and land uses (on application)

## CURRENT SITE INFORMATION

- Dimensions of site and lot lines, corner stakes
- Existing grades at two foot (2') intervals
- Drainage system and piping
  - wooded areas, trees
  - streams
  - lakes, ponds (water elevation)
  - wetland boundaries
- Floodplain elevation and boundaries
- Existing roads, pavement
- Existing structures
- Existing (known) easements
- Existing utilities (public and private)
- Benchmark locations and elevations
- Right-of-way boundary

## LIGHTING PLANS

- Location and nature of existing fixtures
- Location of proposed fixtures
- Photometric report (to scale, on plan)
- Manufacturer's cut-sheet of all fixtures
- Number/Type of fixtures
- Output in wattage for each fixture

## PROPOSED SITE INFORMATION

- Proposed grades at two foot (2') intervals
- Proposed utilities, public and private
- Proposed building location (dimensions)
- Setback required by code
- Proposed building elevation (finished grade)
- Location and size of proposed signage
- Proposed driveway entrances, with dimension to center of nearest intersection
- Proposed streets
- Proposed sidewalks
- Proposed parking areas
  - striping and proposed elevations
  - setbacks to property lines
- Stormwater management plan
  - stormwater management design report
  - general proposed drainage pattern
  - swales with directional arrows for flow
  - storm sewers and/or ponds
  - proposed culverts (location and size)
- Lot coverage
  - Total lot square foot
  - Proposed building square foot
  - Proposed pavement square foot

## BUILDING PLANS

- Architectural rendering, all sides
- Detailed floor plan
- Type of construction
- Construction commencement and completion dates
- Fencing or buffering
- Landscaping and planting plans
- Fire Protection/Sprinkler plans