



CITY OF HOLLY HILL SITE PLAN CHECKLIST AND PROCEDURES

Site Plan Review.

The applicant shall submit a site plan containing the following information at a scale of 1"=50' or other scale acceptable to the city. Please submit five (5) signed and sealed copies of the proposed plan and a summary of the checklist requirements identifying where each requirement is addressed on the site plan. If an item is not applicable, note this in the summary report with an explanation of why the item is not applicable.

1. Statement of ownership of the proposed development, and the names, addresses and telephone numbers of the developer and any project engineers, architects, or planners.
2. Legal description.
3. Title of the project, date, scale, and north arrow
4. Current zoning classification(s).
5. Vicinity map at a scale of 1"=2000' with sufficient information to locate the property in the field.
6. A survey of the subject property, prepared by a registered surveyor, showing the boundaries of the project, and any existing streets, buildings, water courses, easements, and elevations.
7. A tree survey at the same scale as the site plan which identifies trees by location, common name and DBH.
8. Flood prone areas.
9. Water bodies or courses.
10. Swamp or wetland areas.
11. Site plan showing all proposed buildings and structures, access and traffic flow, off-street parking and off-street loading areas, recreational facilities, landscaped and buffer areas, refuse collection areas, proposed utilities and existing and proposed topography at one foot (1') contour intervals
12. Total acreage, project density, and the percentages of total acreage for each permitted use, for building coverage and for impervious surface coverage.
13. Proposed number of off-street parking and loading spaces and how that number was calculated.
14. Statement of the proposed arrangements for the maintenance of common open space areas and facilities.
15. Location and height of all structures and total floor area with dimensions to lot lines, and designation of use.
16. Building separations.
17. Vehicular circulation system for bicycles, cars and other required vehicle types, with indication of connection to adjacent street.
18. All adjacent rights-of-way, with indication of centerline and width, paving width, existing median cuts, driveways, street light poles and power company facilities.
19. Pedestrian circulation system.
20. Existing and proposed fire hydrant locations and water main sizes.



21. Direction of drainage flows and nature of retention facilities.
22. Indication of existing native vegetation that will be preserved.
23. Identify known plants and animals which inhabit the site that are listed as federal and state endangered species, threatened species, or species of special concern.
24. Identify known historic and archaeological sites.
25. Design of all paved areas including dimensions, radii and elevations, as well as plans for traffic control signs and pavement markings.
26. Location of all drainage features, and retention areas, if any. Lowest floor elevation of proposed buildings.
27. Computation of pervious and impervious area, in square footage and percentage.
28. Building floor areas, elevations, sizes, types and typical floor plans.
29. Location and type of proposed signs.
30. A landscaping plan signed and sealed by a landscape architect including proposed number and type of plants, trees proposed for removal, trees proposed for preservation
31. Any additional information deemed necessary by any reviewing department or agency, or deemed appropriate by the developer.