The drawing requirement checklist has been developed to give you a clear understanding of the minimum requirements for submitting your site plan map for review. This checklist is divided into categories. Each category lists the necessary information that shall be provided on the map drawing. Do not check the box unless the indicated information appears on the site plan.

A complete and accurate site plan will facilitate efficient and productive review and comments.

PLEASE NOTE:
IF REQUIRED INFORMATION IS OMITTED OR MIS-REPRESENTED, YOUR SUBMITTAL WILL BE RETURNED WITHOUT REVIEW AND YOUR PROJECT MAY BE DELAYED.

THE SITE PLAN DRAWING MUST INCLUDE THE FOLLOWING INFORMATION:

PROJECT AND PROPERTY GENERAL INFORMATION:

☐ Title block to include the following:
  ☐ Project name
  ☐ Proposed use
  ☐ Legal description of site
  ☐ Site address (if available) or location. Nearest cross-street(s) should be included.
  ☐ Scale used or scale bar (use of conventional architectural or engineering scale is required)
  ☐ North arrow
  ☐ Date of preparation

☐ Current zoning of the site.

☐ Overall site dimensions and accurate depiction of property lines (a legal survey may be required).

☐ Surrounding land uses and zoning. Properties across a 100’ right-of-way or less must be included.

☐ Names of property owners who share a common lot line with the site.
  (Property ownership information is available at the county assessor’s office.)

☐ Names of all adjacent streets and any streets within the site plan area. Include right-of-way widths, pavement widths from curb-to-curb or shoulder-to-shoulder, and any easements pertinent to the site.

☐ Vicinity map, clearly indicating the site’s location with respect to a larger recognizable area.

ROADWAY AND PARKING INFORMATION:

☐ Locations and dimensions of proposed and existing curb cuts; indicate existing cuts to be closed.

☐ Location and width(s) of existing and proposed sidewalks; indicate which existing sidewalks are to remain.

☐ Parking layout and dimensions; include dimensions of typical parking stall(s).

☐ Parking lot striping and other surface markings proposed.

☐ Landscaped islands with raised curbs used to define parking lot entrances, ends of all parking aisles, internal access drives and pedestrian crossings.

☐ Location of wheel stops, bumper guards and/or curbing.

☐ Physical barriers between properties which would prevent joint access, cross-access or shared parking between properties.
□ Depictions of drive approaches, speed change lanes, utility poles, signs, sidewalks, and/or other structures or features within the right-of-way for a distance of 100’ from either of the site’s boundaries.

□ Show Sight Distance Triangles on the Site Plan and Landscape Plan. Reference Unified Development Code Article 4.3.5.c.

□ The site plan must depict driveways and curb cuts that are within at least 100’ on collectors and at least 200’ on arterials. Driveways opposite the site’s driveway should also be provided.

DETAILED SITE INFORMATION:

□ Computation table to include the following:
  □ Total site area
  □ Total building area
  □ Total parking/paved area(s)
  □ Detailed parking requirements (requirements by use, UDC 6.2.4)

□ Dimension, height and setbacks of existing building(s) if they are to remain on site.

□ Dimension, height and setbacks of proposed building(s).

□ Location and type of trash containment proposed; include height and type of screening if applicable.

□ Types of existing and proposed ground surfacing/covering.

□ Existing and/or proposed drainage arrows.

□ Proposed screening and buffering by type and height; if applicable.

□ Location of nearest fire hydrant(s).

□ Locations of existing and proposed objects and structures on the site such as fences, trees, utility lines, poles and structures, signs, etc; indicate which existing objects are to remain.

□ Location and dimensions of existing or proposed outdoor storage and/or display areas; include all items and equipment for immediate sale or lease, including but not limited to vehicle sales, garden and seasonal items, farm supplies, lumber etc.

IF NOT PROVIDED ON THE SITE PLAN, PLEASE PROVIDE THE FOLLOWING LANDSCAPE AND PLANTING INFORMATION ON A SEPARATE LANDSCAPE PLAN DRAWING:

□ Location, type and size of existing plant material to remain.

□ Depiction of all proposed trees and plant material(s) (at approximate mature size)

□ Computation table to include the following:
  □ Total required internal landscaped area
  □ Total proposed internal landscaped area(s)

□ Number of landscape elements used and their point value

□ A legend indicating common and botanical name, size & quantity of all plant and other landscape material(s).

□ Amenities such as, but not limited to: fountains, bike racks, benches, gazebos, etc.

□ Identify all lawn and ground cover areas, including type(s) and amount(s) of living materials to be used, and the manner in which these areas are to be established.
☐ Depict all existing and proposed right-of-way landscaping, ground cover and ‘street trees’; indicate which existing right-of-way landscaping is to remain and which is to be removed.

☐ All irrigation shall comply with of the Cheyenne City Code.

☐ Statement indicating the type of irrigation system to be used for all plant material. (Three (3) copies of an irrigation plan will be required to be submitted prior to building occupancy)

THE FOLLOWING IS REQUIRED FOR ALL NEW CONSTRUCTION:

☐ Topography to include:
  ☐ Top-of-curb elevations adjacent to site
  ☐ Final grade elevations at all property corners
  ☐ Top of foundation elevation
  ☐ Elevations at drainage inlet(s)/outlet(s) or other drainage features

☐ Depict all existing and/or proposed water, sewer, and utilities locations.

(Rev.: 020414, JGB)