

Site Plan Review Checklist

PLANNING REVIEW:

1. Application Form; Filing Fee: The site plan must be accompanied by the completed application form. The filing fee for site plan review shall be \$20.00. Sec. 11-11-7 F
2. Boundary Survey: Every site plan shall include a boundary survey completed and certified by a land surveyor licensed by the state of Oklahoma. Sec. 11-11-7 B and 11-11-8 C
3. Site plans shall be e-mailed in PDF format to the current assistant city planner and shall also include any supportive maps or data as may be required. Sec. 11-11-7 E
4. Name, address & telephone number of owner or developer, north arrow, date, scale of drawing, number of sheets. Sec. 11-11-8 B
5. Zoning of all adjacent properties. Sec. 11-11-8 F
6. All existing and proposed streets, pedestrian circulation systems, utilities and easements, indicating name, type and dimensions and location of all private utility service lines and connections to public utilities. Sec. 11-11-8 E
7. Proposed locations, use, number of floors, height and gross floor area for each building; any outside display areas, signs & lighting and where applicable, number, size & type of dwelling units. Elevation drawings shall be submitted for all signs & buildings. Sec. 11-11-8J
8. Verify building setbacks.
9. All off street parking and loading area in accordance with off street parking regulations as specified in Chapter 12, Parking Space Requirements. Sec. 11-11-8I. Verify number of accessible parking spaces.

Parking: location, width and layout of interior drives appropriate for proposed interior circulation. Sec. 11-11-5 E

Surfacing: All property used for parking of vehicles, storage and display of merchandise and all driveways used for vehicle ingress and egress shall be paved with a permanent hard surface. Sec. 11-11-5 E2

Parking lots w/ more than 10 spaces must have minimum 5' landscape strip adjacent to perimeters w/ shade trees planted one for every 35' of lineal footage. Sec. 11-11-5 E1.

Parking lots w/ more than 20 spaces shall have a minimum of 2% of the interior surface area landscaped and a permanent underground watering system. Sec. 11-11-5 E1.
10. Location, type, size and height of fencing, retaining walls, screening, plantings or landscaping. Elevation drawings shall be submitted for all screen planting & fencing. Sec. 11-11-8K
11. Total amount of landscaping. 5% of the total area, at least 75% in front or side yards. Sec. 11-11-5 C1. Provide detailed landscaping plan, type & number of plants. Sec. 11-11-5 C2

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ENGINEERING REVIEW:

- 12*.** Drainage: Proper surface drainage shall be provided so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system and will, so far as practicable, avoid flooding, erosion, and detrimental depositing of silt, gravel or stone. Surface water shall be removed from all roofs, canopies and paved areas and disposed of in an appropriate drainage system. Surface water in all paved areas shall be disposed of in a manner approved by the city engineer. Sec. 11-11-5 B.
***Requires a professional engineer registered in the State of Oklahoma.**
- 13*.** Provisions for the adequate disposition of natural stormwater in accordance with the adopted design criteria, standards, and ordinances of the city indicating the location, size, type and grade of ditches, catch basins and pipes, and connections to existing drainage systems and on site stormwater detention systems. All such design criteria shall be approved by the city engineer. Sec. 11-11-8L and 11-11-7 A
***Requires a professional engineer registered in the State of Oklahoma.**
- 14*.** Proposed finished grading by contours of two feet (2') supplemented where necessary by spot elevation. Sec. 11-11-8M and 11-11-7.
An existing topography, with a maximum contour interval of two feet (2'). Sec. 11-11-8 D.
***Requires a professional engineer registered in the State of Oklahoma.**
- 15*.** Engineering Improvements: Site plans, or any portion thereof, involving public engineering improvements shall be certified by a professional engineer registered in the state of Oklahoma. Sec. 11-11-7 A. (Structures and utilities located in the right-of-way, i.e. sidewalks, driveways, accel/decel lanes, sewer taps, water taps, etc.)
***Requires a professional engineer registered in the State of Oklahoma.**
- 16.** Access: All developments requiring site plan review shall have adequate and safe vehicular access to adjacent streets. All entrance and exit driveways to public streets shall be located with due consideration for traffic flow so as to afford minimum conflict to traffic on public streets. All such entrances and exits shall be so located and designed so as to comply with the traffic control policies of the city and in the case of state highways, they shall comply with the Oklahoma state highway commission's "Driveway Regulations for Oklahoma Highways". Sec. 11-11-5 A
Location, type and dimensions of vehicular entrances to the site. Sec. 11-11-8 H
- 17.** Public Rights of Way, Streets and Easements: Each site plan shall provide for the appropriate dedication and improvement of needed rights of way and easements as are necessary to adequately serve the proposed development and occupancy, comply with the minimum requirements of the metropolitan area transportation plan and the minimum design standards of the city (includes highway, utility, drainage, access and trail). Sec. 11-11-5 J.
- 18.** Location of the tract (legal description), with references to names of adjoining streets, streams, bodies of water, railroads, subdivisions, or other landmarks sufficient to clearly identify the location of the property. Sec. 11-11-8 A

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19. The delineation of any flood hazard areas and drainage features as defined by the federal insurance administration. Sec. 11-11-8 G and 11-11-7 A
20. Sidewalk required. Sec. 10-6-1
Exceptions:
 1. In a ditch Sec. 10-6-1D
 2. Accessory buildings Sec. 10-6-1D
 3. Agriculturally zoned land Sec. 10-6-1D
 4. Remodels, maintenance of buildings, or after a total loss Sec. 10-6-1D
 5. Additions that do not exceed 2,500 square feet Sec. 10-6-1D
21. CAD file provided; provide CAD file of onsite retention at final submittal.
22. Is project in a Capital Recovery District?
23. Storm water table providing the impervious and pervious areas of both existing and proposed developments to aid in the calculations of the Equivalent Service Units (ESUs) Sec. 8-5-1 and 8-5-4 and the Storm Water Development Fee. Sec. 13-3-10 and Sec. 2-6E-10.

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PUBLIC UTILITIES REVIEW:

24. Waste Disposal: All containers for the disposal of wastes shall be located on a concrete pad and shall be screened to the extent that the container cannot be viewed by the public, except that location and screening shall permit ready accessibility as required by title 8, chapter 4 of this code. Sec. 11-11-5 I

FIRE CODE REVIEW:

25. **Fire Apparatus Access** – IFC Section 503: Approved fire apparatus access roads shall extend to within 150 ft. of all portions of the facility and all portions of the exterior walls, with a minimum unobstructed width not less than 20 ft.
26. **Fire Protection Water Supply** – IFC Section 505:
- Indicate location of nearest fire hydrant and hose-lay distance from hydrant to most-remote location on building exterior.
 - If hose-lay distance to an existing hydrant exceeds 400 ft., indicate proposed location for a new hydrant and associated water-line extensions (if necessary) to comply with 400 ft. requirement.
 - *Note: Fire Marshal will determine required fire flow for proposed structure and evaluate existing available water supply based on size of structure and type of construction.*
 - Indicate total square foot of proposed structure.
 - Indicate type of construction, i.e. non-combustible, fire-resistive, heavy timber or wood frame.

CODE REVIEW:

27. Provide general design standards for all proposed signs. Sec 11-11-9 B.4.b.

For questions regarding any item on the checklist, please contact Karla Ruther, Assistant City Planner, kruther@enid.org or 580-616-7218.

Thank you.