



## Minor Site Plan Amendment Checklist

### 18.15.030 Administrative Decisions-Other Land Use Decisions (D) (5)

CHECK BOX WHEN COMPLETED	SUMMARY REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Completed and Signed Millcreek Land Use Application.	
<input type="checkbox"/>	Notarized Property Owner Affidavit.	
<input type="checkbox"/>	Application Fee.	
<input type="checkbox"/>	Letter of Intent describing the proposed site plan.	
<input type="checkbox"/>	A narrative describing how the proposed site plan meets the approval criteria for minor set plan amendments in MKZ 18.16.030 (D)(4).	
<input type="checkbox"/>	A completed Sensitive Lands Review Checklist, if required.	
CHECK BOX WHEN COMPLETED	PROPERTY SURVEY REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<i>A property survey showing, at a minimum:</i>		
<input type="checkbox"/>	Property boundaries.	
<input type="checkbox"/>	Topographical Survey identifying existing and proposed building elevations, ground and elevation contours, property boundaries and any easements and encroachments.	
<input type="checkbox"/>	The location and type of easements, covenants, or other property restrictions.	
<input type="checkbox"/>	Location of existing rights-of-way and right-of-way centerlines.	
<input type="checkbox"/>	Location of all existing buildings, structures, and utilities, including water utilities.	
<input type="checkbox"/>	Location of existing rights-of-way and right-of-way centerlines.	
<input type="checkbox"/>	Location of existing trees measured at four inch (4") caliper or greater.	
<input type="checkbox"/>	Location of any sensitive lands features.	
CHECK BOX WHEN COMPLETED	SITE PLAN REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Location of proposed buildings.	
<input type="checkbox"/>	Location of proposed off-street and on-street parking areas.	
<input type="checkbox"/>	Location of proposed open spaces	
<input type="checkbox"/>	A summary table showing floor area by use, required parking by use, materials percentages, percentages of doors and windows, minimum lot size requirements, residential amenities if required, and open space requirements.	
<input type="checkbox"/>	Location, design, and cross-sections of proposed streets, driveways, lanes, or paths.	
<input type="checkbox"/>	Number, size, height, and location of all proposed signs.	
<input type="checkbox"/>	Location of existing and proposed fire hydrants.	
<input type="checkbox"/>	Landscape plan showing location and type of proposed plantings and trees to be preserved.	
<input type="checkbox"/>	Setbacks and buffers as required by the relevant zoning or landscaping standard.	

<input type="checkbox"/>	Lighting plan showing location and height of proposed street and interior property lighting.	
<input type="checkbox"/>	Location of any required right-of-way dedications, as measured from a right-of-way centerline.	
<input type="checkbox"/>	Site Grading and Drainage Plan.	
<b>CHECK BOX WHEN COMPLETED</b>	<b>BUILDING AND ELEVATION REQUIREMENTS</b>	<b>PAGE NUMBER IN PLANS REQUIREMENT IS MET</b>
<input type="checkbox"/>	Proposed building massing and height.	
<input type="checkbox"/>	For buildings in an R-1 or R-2 zone, indicate the location of the building envelope for the existing building and the proposed expansion.	
<input type="checkbox"/>	Proposed building elevations, including building color and materials.	
<input type="checkbox"/>	Proposed building floor plans.	
<b>CHECK BOX WHEN COMPLETED</b>	<b>REQUIRED STUDIES</b>	<b>PAGE NUMBER IN PLANS REQUIREMENT IS MET</b>
<input type="checkbox"/>	Geological Hazards Study, if required.	
<input type="checkbox"/>	Parking and Traffic Impact Study, if required.	
<input type="checkbox"/>	Photometric Study, if required.	