

SITE PLAN REVIEW

Village of Alexander

CHECKLIST

Project Description:		Reviewed By:
Applicant Name:		Checked By:
Office Use	Plan Components	Comments
	Instrument Survey including Public Right-of-Way	
	North Arrow, Scale, Title and Address	
	Lot Coverage, Building Coverage and Open Space Percentage Table	
	Setback Dimensions for building and parking	
	Building/Structure Details and Elevation Views	
	Existing Natural and Topographical Features	
	Wetland delineation or boundaries shown if on site	
	Proposed Driveway/Roadway with dimensions and details	
	Parking layout including aisles and queuing aisles with dimensions and number of spaces	
	Snow storage location for parking of more than 10 vehicles	
	Drainage and Grading plan with appropriate details	
	Utility Plan with appropriate details	
	Lighting Plan with lighting contours and appropriate details	
	Landscaping, Fencing and Screening Plan and appropriate details	
	Storm Water Pollution Prevention Plan if disturbing more than 1 acre	
	Existing and Proposed signs	
	Pedestrian safety around building, curbing, sidewalks and ADA accessible ramps as necessary	
	Traffic flow easily identified	
	Profiles of roadway and Utilities if applicable	
	Appropriate notes to include topsoil to remain on site	
	Trash Storage	
	Town of Batavia Signature Block on Cover Sheet	