



**City of Salem**  
**Planning & Economic Development Department**  
**Site Plan Checklist**

**General Information Required for All Site Plan Submittals:**

Plans should be no greater in size than 34 by 44 inches. A sheet size of 24 by 36 inches is preferred. Minimum scale is one inch equals 50 feet (1"=50'), and maximum is one inch equals ten feet (1"=10'). Plans shall be designed using an engineering scale. The Director of Planning and Economic Development may approve a lesser scale, such as 1"=100', provided sufficient detail is provided to insure compliance with all applicable requirements of this chapter and any other requirement or ordinance of the city or Commonwealth. Every final site plan submitted in accordance with the requirements of this chapter shall show the following information unless the administrator determines that such information is not necessary to insure conformance with city ordinances or standards:

- \_\_\_\_\_ Location of the lot or parcel by vicinity map. Also indicate a north arrow, original date, revision dates and graphical scale.
  
- \_\_\_\_\_ Property lines of the parcel(s) proposed for development, including the distances and bearings of these lines. If only a portion of a parcel is proposed for development, a "limits of development line" shall also be shown.
  
- \_\_\_\_\_ Name and address of the property owner and/or developer of the site, if different than the owner.
  
- \_\_\_\_\_ Name and address of the person or firm preparing the plan.
  
- \_\_\_\_\_ Tax parcel number(s) of parcels proposed for development and depicted on the site plan.
  
- \_\_\_\_\_ Name of adjacent property owners and the owners of any property on which any utility or drainage easement may be required in conjunction with the development. Tax parcel numbers for each of these properties shall also be provided.
  
- \_\_\_\_\_ Nature of the land use(s) proposed for the site.

- \_\_\_\_\_ Zoning district designation of the parcel(s) proposed for development, and the zoning designation and current land use of adjacent parcels.
- \_\_\_\_\_ Names and locations of existing and proposed public or private streets, alleys, and easements on or adjacent to the site. Center lines or boundary of adjacent rights-of-way shall also be shown.
- \_\_\_\_\_ Location, type, and size of site access points such as driveways, curb openings, and crossovers. Sight distances at these access points shall be provided. If existing median cuts will serve the site, they shall be shown. If new median cuts are proposed, their location shall also be shown.
- \_\_\_\_\_ All proffers accepted pursuant to Section 106-522 shall be shown on the plan.
- \_\_\_\_\_ Off-street parking areas and parking spaces including handicapped spaces, loading spaces, and walkways indicating type of surfacing, size, angle of stalls, width of aisles, and a specific schedule showing the number of spaces provided and the number required by this chapter.
- \_\_\_\_\_ Exact location of buildings or structures existing or proposed for the site, including their setbacks from property lines, and the distance between buildings or structures.
- \_\_\_\_\_ Number of stories, floor area, and building height of each building proposed. If more than one land use is proposed, the floor area of each land use shall be provided. Floor area shall be calculated on the basis of parking required for the use(s). For residential developments, the type of dwelling unit shall be stated along with the number of units proposed. Where necessary for determining the number of required parking spaces, the number of bedrooms in each unit shall also be provided.
- \_\_\_\_\_ Location of proposed or required fire lanes and signs.
- \_\_\_\_\_ Existing topography of the parcel prior to grading, and the proposed finished contours of the site with a maximum of two foot contour intervals.
- \_\_\_\_\_ Detailed utility plans and calculations shall be submitted for sites for which public water or sewer will be provided or for sites on which existing utilities will be modified. The City Engineer shall have the authority to set the standards for such plans.

- \_\_\_\_\_ An erosion and sedimentation control plan and detail sheet shall be submitted for site developments involving the grading disturbance of greater than 5,000 square feet of area or 1,000 cubic yards of material.
- \_\_\_\_\_ A detailed storm water management plan and calculations shall be submitted. The City Engineer shall determine the requirements for such plans.
- \_\_\_\_\_ Location of existing and proposed freestanding signs on the parcel.
- \_\_\_\_\_ Location and type of proposed exterior site lighting, including height of poles and type of fixtures.
- \_\_\_\_\_ Location of any 100-year flood plain and floodway on the site, and the relationship of buildings and structures to the floodplain and floodway.
- \_\_\_\_\_ Location of required or proposed buffer yards, screening, fencing, and site landscaping and irrigation. The type and size of the plant materials and screening to be used shall be provided. All landscaped areas shall be clearly delineated with a mulch line. In addition, the relationship of these materials to physical site improvements and easements shall be provided. Provide calculations showing the number of plant materials required.