



## SITE PLAN REVIEW CHECKLIST

1. **A review fee as determined by resolution of the Township Board based upon the cost of processing the review and as shall be on file with the Township Clerk for public information;**
  
2. **One copy of the complete application and all supporting documentation including:**  
**Applicant must check off each line and return this form with the application.**
  
3. **Electronic File emailed to [clerk@richlandtp.net](mailto:clerk@richlandtp.net)**
  - \_\_\_\_\_ a. The name and address of the applicant;
  - \_\_\_\_\_ b. The legal description of the subject parcel of land;
  - \_\_\_\_\_ c. The area of the subject parcel of land stated in acres or, if less than one acre, in square feet;
  - \_\_\_\_\_ d. The present zoning classification of the subject parcel; and
  - \_\_\_\_\_ e. A general description of the proposed development.
  
4. **Seven (7) paper copies and one electronic file of the proposed site plan which shall include as a minimum the following:**
  - \_\_\_\_\_ a. A scale drawing of the site and proposed development at a scale of 1 inch = 20 feet to 1 inch = 100 feet;
  - \_\_\_\_\_ b. The date of the drawing and the name, telephone number and address of the applicant/owner/developer and the engineer, architect or surveyor who prepared the plans;
  - \_\_\_\_\_ c. The topography of the site and its relationship to adjoining land;
  - \_\_\_\_\_ d. The natural features and any existing manmade features;
  - \_\_\_\_\_ e. The locations, heights and size of structures and other important features and the dimensions between existing and proposed structures and setbacks required;
  - \_\_\_\_\_ f. The percentage of land covered by buildings and that reserved for open space;
  - \_\_\_\_\_ g. Lot coverage and dwelling unit density where pertinent;
  - \_\_\_\_\_ h. The location of public and private rights-of-way and easements contiguous to and within the proposed development which are planned to be continued, created, relocated, or abandoned, including grades and types of construction of those upon the site;
  - \_\_\_\_\_ i. Any curb-cuts, driving lanes, parking and loading areas and the dimensions of such;
  - \_\_\_\_\_ j. The location and type of drainage, sanitary sewers, storm sewers, and other utility mains and facilities;
  - \_\_\_\_\_ k. Any pedestrian walks, malls and recreation areas, emergency vehicle accessibility;

- \_\_\_\_\_ l. A required landscape plan which includes both screening and fencing where required (including rubbish disposal facilities). The plan shall include the following:
1. Both perimeter and interior landscaping of parking lot areas, with a twenty-foot (20') landscape strip established between a public road and any visible parking areas. This strip shall include at least one tree (at least six feet in height at the time of planting) planted along this strip for every thirty (30) feet of public road frontage. Interior landscaping shall include at least two hundred (200) square feet of landscaping for every ten (10) parking spaces.
  2. In addition to the requirements established under Section 19 L.2., the applicant shall screen or landscape areas within ten feet (10') of any residential zone or where the property line is within fifty feet (50') of any residential use. The applicant may utilize opaque fencing of at least six feet (6') in height, a berm with landscape plantings of at least six feet (6') or a combination of fencing and landscaping to achieve the desired result.
- \_\_\_\_\_ m. Any proposed earth changes and environmental impact of the project;
- \_\_\_\_\_ n. Any signs and on-site illumination; and
- \_\_\_\_\_ o. The applicant must obtain a proposed address provided by the office of the Township Engineer. Such address shall be located on any free-standing sign and on the building, with lettering not less than 18" in height. For projects that include multiple buildings on one parcel, such as condominiums or larger commercial development, the applicant shall submit an addressing plan, identifying the primary entrance (by name and directional sign) from the public road, and whether it is proposed as a private road or drive aisle.
- Any sequencing of addresses shall be reviewed by the office of the Township Engineer and the Fire chief as part of the site plan review. Any additional information need by such officials may be requested directly from the applicant.
- \_\_\_\_\_ p. The Planning commission may approve a site plan lacking one or more of the above site plan information requirements if the Planning Commission determines, in its sole reasonable discretion, that the proposed use or development, the subject property and / or the neighboring properties makes the provision of such information unnecessary to determine whether the site plan satisfies the standards set forth in Section 18.A.F. (300.1806A) of this Ordinance.
- \_\_\_\_\_ q. If the site plan is submitted as part of an application for outdoor display or outdoor storage, the specific dimensions of such areas shall be included on the plan.

***\*\*If applicant seeks a waiver to any of the above listed requirements, reference the unchecked line (by letter) and provide an explanation as to why the waiver is needed.***

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- 5. All commercial buildings must have a key box installed prior to final inspection by the building official. Knox boxes may be obtained from the Township Office.**