



**City of West Point
Department of Planning**

Site Plan Checklist

Development Address: _____

Review Date(s): _____

Comments located on page(s) _____

Title Block

- _____ Developer Name, address and phone number
 - _____ Engineer, Registered in the State of Georgia
 - _____ Stamped and Signed
 - _____ Date of Preparation
 - _____ North Arrow
 - _____ Scale (graphic and written)
 - _____ Vicinity map of the site (major) or nearest street intersection (minor)
 - _____ 24 Hour Contact
-
-
-

Site Information

- _____ Property zoning classifications
- _____ Zoning of adjacent lands
- _____ Width and location of adjoining street right-of-way
- _____ Lengths and bearing of property lines
- _____ Area of property (square feet and acres)
- _____ Area of open space (square feet and acres)
- _____ Landscape strips
- _____ Buffers – if required
- _____ Outlines of existing and proposed buildings and structures on site indicating ground floor area (footprint) and total floor area of each
- _____ Labeled Building setback lines established for that zoning district
- _____ Distance between buildings (on site only)
- _____ Number of dwelling units in existing and proposed buildings
- _____ Curb and gutter
- _____ Sidewalks
- _____ Flood plain boundaries and disclaimer statement. Disclaimer statement must include the panel number of the Flood Insurance Rate map (FIRM)
- _____ Minimum Floor Elevation shown for lots within flood plain

- _____ **Number of off-street parking spaces (including required handicapped spaces) and loading spaces**
- _____ **Calculations used to determine number of spaces**
- _____ **Size and distribution of proposed parking spaces**
- _____ **Radii for streets and parking lots**

Comments:
