



TRC CHECKLIST

Must be completed, signed, and submitted with plans.

Check box to the left if included on plans, type "NA" in box to the right if not applicable to your project.

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| <input type="checkbox"/> | Signed and sealed by a licensed design professional. | |
| <input type="checkbox"/> | A vicinity map, including north arrow. | |
| <input type="checkbox"/> | The name, address, and telephone numbers of the property owner. | |
| <input type="checkbox"/> | Property address and parcel number. | |
| <input type="checkbox"/> | Scale denoted both graphically and numerically. | |
| <input type="checkbox"/> | Date of plan preparation. | |
| <input type="checkbox"/> | The proposed name of the development, street names, the names of adjoining subdivisions or property owners. | |
| <input type="checkbox"/> | The area to be developed with all bearings and distances shown. | |
| <input type="checkbox"/> | The location within the area, or contiguous to it, of any existing streets, railroad lines, perennial streams, wetlands, easements or other significant features. | |
| <input type="checkbox"/> | Total acreage of tract/parcels. | |
| <input type="checkbox"/> | Required recreational open space. | |
| <input type="checkbox"/> | Total number of housing units or square footage of non-residential structures. | |
| <input type="checkbox"/> | Proposed Density (Dwelling Units per acre) | |
| <input type="checkbox"/> | Required parking calculations, including bicycle parking. | |
| <input type="checkbox"/> | Original and proposed contours at intervals of not greater than 2'. The administrator may waive this requirement where insufficient topographic changes warrant such information. | |
| <input type="checkbox"/> | Zoning classification of tract to developed and of adjacent properties. | |
| <input type="checkbox"/> | Location of: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed buildings <input type="checkbox"/> Parking and loading areas <input type="checkbox"/> Streets and alleys with dimensions <input type="checkbox"/> Proposed and existing utility easements and/or other easements <input type="checkbox"/> Utility taps (Sizes noted) <input type="checkbox"/> Existing utility lines <input type="checkbox"/> Numbered lots <input type="checkbox"/> Recreational Open Space with designated type <input type="checkbox"/> Site reservations (i.e. school sites) <input type="checkbox"/> Lot dimensions <input type="checkbox"/> Floodway, Floodplain, buffer locations, jurisdictional wetlands, and or watershed protection districts. | |

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| | NPDES Phase II Storm Water requirements per Section 6.7: <ul style="list-style-type: none"> <input type="checkbox"/> Identify percent of built upon area <input type="checkbox"/> Identify whether project is High or Low Density <input type="checkbox"/> Show location of required SCMs if High-Density project <input type="checkbox"/> Show location of required stream buffers. | |
| | Typical cross-sections of proposed streets and alleys. Must include right of way width, pavement width, curb and gutter profile, grass strip width and location, sidewalk width and location, underground utility width and location. | |
| | Lot typical showing lot width and depth, utility service lines, driveway dimensions, structure, building setbacks. (Residential subdivisions only) | |
| | Proposed Limits of Disturbance. | |
| | Corporate Limits and Extra Territorial Jurisdiction boundaries. (where applicable) | |
| | Phase lines. (if applicable) | |
| | Conceptual Landscape Plan (No Planting Schedule required) <ul style="list-style-type: none"> <input type="checkbox"/> 30% tree canopy calculations <input type="checkbox"/> Tree preservation area/replanting area location <input type="checkbox"/> Type of Perimeter buffer (Calculations not required) <input type="checkbox"/> Street yard trees (if applicable) <input type="checkbox"/> Street trees (if applicable) <input type="checkbox"/> Parking Lot landscaping (Calculations not required) | |
| | Architectural Building Elevations <ul style="list-style-type: none"> <input type="checkbox"/> All exterior wall elevations <input type="checkbox"/> Photos of existing conditions and surrounding structures and properties. <input type="checkbox"/> Building Material Schedule (material samples may be required for historic properties) | |
| | Floodplain Development Permit and Certification application with supporting documentation. (if applicable) Approval not required prior to submittal of Master Plan/Preliminary Plat) | |
| | Certificate of Appropriateness for Historic Properties. (if applicable) | |
| | Traffic Impact Analysis. (If applicable) | |

SIGNATURE OF LICENSED DESIGN PROFESSIONAL: _____

DATE: _____