

CITY OF TONGANOXIE
Site Review Checklist

- ☐ Application and fee
- ☐ Projected review period and process--proposed meeting date(s) _____
- ☐ Goals of the Site Review Board: **(Section 1.1)**
 - Compatibility both on the site and in the neighborhood--building arrangement and appearance, parking, access, lighting, & landscaping
 - Traffic--streets & sidewalks designed for safe movement of vehicles and pedestrians?
 - Landscaping--does the site present a pleasant public appearance, is sufficient screening & buffering provided? Location?
 - Drainage--will the improvements to the site affect the amount of water leaving the site during and after a storm? If so, how do you plan to mitigate this problem?

Preliminary Planning Meeting (Section 1.3.1)

- ☐ Site sketch
- ☐ Information concerning site and adjacent areas--contours, topography, floodplain, existing and proposed improvements, streets, driveways, drainage areas, fire hydrants

Submittal Materials (Sections 2.0, 3.0, 4.0)

- ☐ Completed application form and fee
- ☐ Engineered Stormwater Plan **(Section 1.4.5)**
- ☐ Sufficient drawings to clearly depict all requirements of plan
- ☐ Projected timeline

Stormwater Plan - Contact Brian Kingsley at BG Consultants, (785) 749-4474 for city standards concerning stormwater calculations.

Drawings (may be separate or combined)

- ☐ Site Plan **(Section 2.0)**
 - Site boundary dimensions/bearings
 - Legal description
 - On-site and adjacent streets, drives, entrances, sidewalks, medians, turning lanes, etc with widths and curb cuts.
 - Existing and proposed structures/improvements and significant vegetation (dimension)
 - Label all improvements
 - Stormwater detention areas
 - Exterior refuse and mechanical equipment locations
 - Signs--size and location
 - Loading and service areas
- ☐ Grading Plan showing finish grades/contours at 2 foot intervals **(Section 2.1.3)**
- ☐ Exterior lighting and sound--location, height and intensity of fixtures/lamps/speakers **(Section 2.1.8-9)**
- ☐ Landscaping Plan--location & schedule of landscaping materials (plants, structures, fences, walls, etc.) **(4.0)**
 - Contributes to the aesthetic appearance of site
 - Plan safeguards the natural environment
 - Provides sufficient buffering and screening
- ☐ Elevations--materials, dimensions, design, windows, doors **(Section 3.0)**
- ☐ Material samples **(Section 3.4)**
- ☐ CBD/Downtown Design Standards **(Section 3.8)**

NOTE: This is not a comprehensive list. Please refer to the Site Review Regulations for a complete explanation of the above items. Normally, bid drawings will contain all the needed information except for stormwater calculations