Conditional Use Permits
Preliminary Site Plan Requirements

The following items must be provided on your preliminary site plan when submitted with your application for a Conditional Use Permit:

1. The plan must be drawn to scale (using a straight edge or an Engineer or Architect scale). The scale used must be written on the plan. Illustrative perspectives, i.e. building elevations, do not have to be to scale.
2. A north Arrow must be shown.
3. All existing and proposed structures (including fences, retaining walls, and buildings).
4. Parking areas, outdoor storage areas, and approximate areas for stormwater management (i.e. detention or retention ponds).
5. Show the approximate locations of existing, and neighboring buildings.
6. Label activity areas, for example, “asphalt parking”, “detention basin”, “RV storage lot”, etc.
7. The structure construction type must be shown, including façade materials.
8. The existing and proposed landscaping and buffers must .
9. Minimum zoning setback lines.
10. If outdoor activity areas are to be lit, indicate how that will be accomplished.
11. Points of access for vehicles (driveways), and for pedestrians (sidewalks and trails) if applicable.
12. Show and label any adjoining streets, railroads, streams, rivers, and trails.
Example of a Preliminary Site Plan
(when new construction is involved)