

# SITE PLAN CHECKLIST

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**Project Name (different from Project Address):** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

COMPLETED	NOT APPLICABLE	WAIVER REQUESTED	REQUIREMENT	
			<b>1.</b>	<b>GENERAL PLAN STANDARDS-ALL SHEETS</b>
			<b>A.</b>	<b>Plan Quality</b>
			1.A.1	Plans shall be of sufficient detail and professional quality to enable comprehensive review.
			<b>B.</b>	<b>Print/Digital Submission Requirements</b>
			1.B.1	Print Size of 8 ½" by 11" or 11" by 17" <b>(15 copies)</b>
			1.B.2	Print Size of 24" by 36" <b>(3 copies)</b>
			1.B.3	Digital files provided in pdf format and sized to no larger than 11" by 17". Please submit the pdf of the Site Plan as one single file (do not break out the individual pages)
			<b>C.</b>	<b>Plan Information</b>
			1.C.1	Date the plan was prepared <b>and</b> last revised
			1.C.2	Name, address, signature, and registration number of professional(s) preparing the plan on each sheet- all plans to be sealed by the appropriate professional
			1.C.3	Approval Signature Block in Same Place on Each Sheet (Lower Left Corner)
			1.C.4	Map Scale: All plans required by this checklist shall be prepared at the same scale as the Existing Conditions Map
			1.C.5	Map Scale: Scale no less than 1": 40' with scale identified in the same place on each sheet; 1": 20' or 1": 30' preferred
			1.C.6	Dimension Labels: Dimensions (including but not limited to buildings, structures, setbacks, driveways, parking spaces, and landscape areas)
			1.C.7	Symbols: North point consistently shown in same direction on all plan sheets. North arrow pointing down is not acceptable.
			1.C.8	Symbols: Legend of Symbols, patterns and abbreviations used

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			<b>2</b>	<b>COVER SHEET</b>
			<b>A.</b>	<b>General Information</b>
			2.A.1	Name and address of the developer and owner(s) of record
			2.A.2	Location Map with the site shown in relation to the nearest intersection of two or more streets (Scale of 1" = 1,000 feet)
			2.A.3	Sheet Index
			2.A.4	Key to plan sheets if more than one sheet is needed to show the entire site
			<b>3</b>	<b>PROJECT INFORMATION</b> <i>Where a Development Impact Statement (DIS) is provided, this information may be provided as part of the DIS instead.</i>
			<b>A.</b>	<b>Area Tabulations (shown in square feet and acres)</b>
			3.A.1	Total area of Parcel (acres)
			3.A.2	Steep Slopes-15% or greater (acres)
			3.A.3	Wetlands, watercourses and waterbodies (acres)
			3.A.4	Special Flood Hazard Areas-100 Year Floodplain (acres)
			3.A.5	Area subject to restrictions that prohibit development-i.e. conservation easements (acres)
			3.A.6	Total Buildable Area (as defined in Regulations)
			3.A.7	Volume of earth materials to be brought to the site (cubic yards)
			3.A.8	Volume of earth materials to be removed from the site (cubic yards)
			3.A.9	Volume of earth materials to be moved from one location to another on the site (cubic yards)
			3.A.10	Existing and proposed impervious surface area (square feet or acres; percentage of total site)
			3.A.11	Existing and proposed effective (connected) impervious cover (square feet or acres; percentage of total site)
			3.A.12	Total area that will be disturbed during construction (square feet or acres; percentage of total site)
			<b>B.</b>	<b>Existing Permits/Approvals and Concurrent Applications</b>
			3.B.1	List of all existing Special Permits, Site Plans, Variances and other local or state approvals that exist for the site
			3.B.2	List of all Special Permits, Site Plans, Variances and other local or state approvals being requested
			3.B.3	List of modifications requested to existing permit approvals

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			<b>C.</b>	<b>Zoning Data</b> <i>For each element, identify existing conditions, what is required by the Regulations, and what is proposed</i>
			3.C.1	Zoning District(s) applicable to the property
			3.C.2	Land Use(s)
			3.C.3	Lot Area
			3.C.4	Number of dwelling units (including bedrooms/unit)
			3.C.5	Residential Density (dwelling units per buildable acre as defined by regulations)
			3.C.6	Number and Type of Affordable and Workforce Housing Units
			3.C.7	Gross Square Feet of Building Area (Total)
			3.C.8	Gross Square Feet of Building Area-By Use
			3.C.9	Open Space (Total and by Type)
			3.C.10	Building Height
			3.C.11	Building Setbacks
			3.C.12	Lot Frontage
			3.C.13	Parking Spaces (Total and by type-standard, accessible, motorcycle/scooter)
			3.C.14	Parking Space Calculations for projects with multiple uses and proposed parking credits
			3.C.15	Loading Spaces
			<b>4.</b>	<b>CONTEXT PLAN</b>
			4.A	Clearly label project site
			4.B	Display properties within 500 foot radius of project site
			4.C	Identify names and addresses of all property owners within 500 feet of subject property
			4.D	Identify any adjacent properties in the same ownership or under control of the applicant.
			4.E	At minimum, display and label the following features: property lines, buildings, zoning districts, streets, transit stops and routes, open space and recreation areas, watercourses and Level A Aquifer Protection Areas.
			<b>5.</b>	<b>EXISTING CONDITIONS MAP</b>
			<b>A.</b>	<b>General Requirements</b>
			5.A.1	Existing Conditions Map prepared in conformance with A-2 standards by Surveyor licensed in the State of CT
			5.A.2	Existing easements, including but not limited to: conservation, drainage, access
			<b>B.</b>	<b>Access and Circulation</b>
			5.B.1	Sidewalks and streets (show full width, curb lines and centerlines)

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			5.B.2 Rights-of-Way-identify full right-of-way width of adjoining streets and required highway clearance setbacks pursuant to Zoning Regulations
			5.B.3 Roadway and lane widths/designations (right turn, left turn, etc.)
			5.B.4 Traffic and pedestrian controls including signs, marking and signals
			5.B.5 Existing transit/bus stops adjacent to the property (including transit provider)
			5.B.6 On-street parking locations and individual spaces when designated
			5.B.7 Driveways, entrances, exits, fire lanes and emergency vehicle access, parking areas (show spaces by type-standard, accessible, motorcycle/scooter) and indicate number in each bay and total count. Dimensions shall exclude any obstructions such as columns or light poles.
			<b>C. Property Information</b>
			5.C.1 Property lines, including adjoining property lines
			5.C.2 Course and distance of property lines
			<b>D. Buildings and Structures</b>
			5.D.1 Existing buildings and structures, including fences and walls
			5.D.2 Building setbacks
			<b>E. Cultural Features</b>
			5.E.1 National, State or Local Historic Designations (site and adjacent parcels)
			5.E.2 Historic features, including but not limited to old foundations, dams, sluiceways, mill races, rip-rapping, wells and other utility features, walks, paths, hitching posts and former gardens, arbors or enclosed areas.
			5.E.3 Archaeological features, including whether the site is located within an area of sensitivity or pre-historic site area pursuant to Map 4.1 of the Mansfield Tomorrow POCD
			<b>F. Utilities and Infrastructure</b>
			5.F.1 Transformers, ground level mechanical units, switch boxes, cable boxes poles, telephone pedestals, valves, overhead lines and other surface features of utility systems
			5.F.2 Wells-on-site and within 500 feet of the site
			5.F.3 Septic system (including primary and reserve leaching fields)
			5.F.4 Water mains, sanitary sewer systems, gas mains/lines, and stormwater systems indicating line sizes; direction of flow for storm and sanitary lines; and owner of each system
			5.F.5 Other buried utilities (electric, cable, etc) including owner of each system

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			5.F.6	Underground and above-ground storage tanks
			5.F.7	Fire hydrants and Fire Department connections
			<b>G.</b>	<b>Natural Systems</b>
			5.G.1	Topography shown with no less than 5 foot contours on the subject property and on adjacent parcels for sufficient distance to indicate the relationship of the site to off-site terrain; highlight areas of slopes greater than 15% and label percent slope.
			5.G.2	Slopes, terraces and retaining walls, including elevations of level areas and tops and bottoms of walls and exterior stairways and ramps
			5.G.3	Significant Site Features (exposed ledge, areas shallow to bedrock, rock outcroppings, viewpoints, etc.) Depending on the nature of a proposal, an on-site soil survey by a registered soil scientist may be required.
			5.G.4	Groundwater features including stratified drift aquifers
			5.G.5	Level A Aquifer Protection Areas
			5.G.6	Surface water features, including but not limited to: watercourses, bodies of water, wetlands (field delineated by soil scientist) and required upland review area; and limits of special flood hazard areas (100 year floodplain)
			5.G.7	Major Trees (9" or more in caliper) and shrubs (3 ft) or more in height, located and identified by species, including street trees on public rights-of-way along property frontage.
			5. G.8	Soil types
			<b>H.</b>	<b>Open Space and Recreation</b>
			5.H.1	Recreation areas, trails, and public access easements on site and adjoining properties
			<b>I.</b>	<b>Environmental Concerns</b>
			5.I.1	Area of known or suspected contamination or narrative of site history if none expected
			5.I.2	Areas located within 1,000 feet of a former landfill, dump or disposal area
			5.I.3	Areas with potential of generating combustible gases
			<b>6.</b>	<b>PROPOSED SITE PLAN</b>
			<b>A.</b>	<b>General Requirements</b>
			6.A.1	Include existing features to be retained and show location, dimension, size, height and elevation of proposed changes
			6.A.2	Proposed easements, including but not limited to: conservation, drainage, access
			6.A.3	Construction details and specifications

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			<b>B.</b>	<b>Natural Systems, Proposed Grading and Drainage</b>
			6.B.1	Limits of Disturbance
			6.B.2	Surface water features, including but not limited to: watercourses, bodies of water, wetlands (field delineated by soil scientist) and required upland review area; and limits of special flood hazard areas (100 year floodplain)
			6.B.3	Proposed grading shown with 2' contours on the subject property and on adjoining parcels for sufficient distance to indicate the relationship of the site to off-site terrain
			6.B.4	Slopes, terraces and retaining walls, including elevations of level areas and tops and bottoms of walls and exterior stairways and ramps
			6.B.5	Erosion and Sedimentation Control Measures (See Regulations for requirements)
			6.B.6	Areas to be protected by conservation easements
			<b>C.</b>	<b>Proposed Buildings and Structures</b>
			6.C.1	Required Building Setback lines
			6.C.2	Proposed changes to buildings and structures, including decks and other projections such as canopies, bay projections, and roof overhangs (using outside dimensions)
			6.C.3	Distances between buildings and adjoining property lines
			6.C.4	Locations of building entrances and exits
			6.C.5	Existing and proposed fences and walls, including details
			<b>D.</b>	<b>Proposed Access and Circulation</b>
			6.D.1	Changes to roadway and lane widths/designations (right turn, left turn, bicycle, etc.)
			6.D.2	Traffic and pedestrian controls including signs, marking and signals
			6.D.3	Bus stops adjacent to the property (including transit provider) and bus stop amenities
			6.D.4	On-street parking locations and individual spaces when designated
			6.D.5	Driveways, entrances, and exits including slope (entrances/exits only), fire and emergency vehicle access and vehicle turning movements. Vehicle turning movements for loading areas shall be based on the largest vehicle that will access the site.
			6.D.6	Sight distance per AASHTO at all driveways and street intersections
			6.D.7	Curb radii at intersections, driveway entrances, and within parking lots; note AASHTO turning radii.

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				Town can provide ladder truck specifications for projects where ladder truck access will be needed
			6.D.8	Direction of traffic for all driveways and intersections
			6.D.9	Traffic volumes at all site entrances, exits and intersections
			6.D.10	Parking areas (show spaces by type-standard, accessible, motorcycle/scooter, bicycle) and indicate number in each bay and total count. Dimensions shall exclude any obstructions such as columns or light poles.
			6.D.11	Details and specifications for bicycle parking
			<b>E.</b>	<b>Proposed Changes to Open Space and Recreation Areas</b>
			6.E.1	Open space, recreation areas, recreation facilities/improvements, trails, and public access easements on site and adjoining properties
			<b>F.</b>	<b>Proposed Changes to Utilities and Infrastructure</b>
			6.F.1	Transformers, ground level mechanical units, switch boxes, cable boxes poles, telephone pedestals, valves, overhead lines and other surface and subsurface features of utility systems
			6.F.2	Well(s)
			6.F.3	Septic system (including primary and reserve leaching fields), including locations and findings of all test pits, borings and percolation tests
			6.F.4	Public water systems, sanitary sewer systems, natural gas, and stormwater systems indicating: owner of each system, mains and service lines; line sizes; direction of flow for storm and sanitary lines. Details and specifications for each system shall be provided in plan view.
			6.F.5	Location, specifications and details for Low Impact Development (LID) stormwater management practices, including but not limited to: bioretention areas, bioswales, raingardens, roof leader drains, cisterns, permeable pavement, and green roofs.
			6.F.6	Above-ground and underground utilities (electric, cable, etc) including owner of each system
			6.F.7	Underground and above-ground storage tanks
			6.F.8	Fire hydrants, water mains, service lines and Fire Department connections, with size of line and owner indicated
			6.F.9	Waste recycling and disposal storage/pick-up areas including details regarding container size, pad, screening, drainage, and truck turning movements

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			<b>G.</b>	<b>Lighting Plans</b>
			6.G.1	Location of all existing and proposed lights, including street lights and building lights, relative to buildings, structures, property lines and landscape areas
			6.G.2	Fixture Types and Details, including height
			6.G.3	Calculations of Allowable and Proposed Total Light Output
			6.G.4	Photometric plan identifying light distribution at property lines
			<b>7</b>	<b>LANDSCAPE PLAN</b>
			<b>A.</b>	<b>General Requirements</b>
			7.A.1	All landscape documents, drawing submissions, specifications and as-built documents shall be prepared, signed, sealed and dated by a Landscape Architect licensed in the State of Connecticut pursuant to Article 5, Sec. A.3.d.3.
			<b>B.</b>	<b>Calculations</b>
			7.B.1	Shade Coverage (including a graphic representation of trees included in the calculations)
			7.B.2	Permeable Surface/Structural Soils
			<b>C.</b>	<b>Existing Conditions (Site and Adjoining Rights-of-Way)</b>
			7.C.1	Limits of proposed disturbance
			7.C.2	Existing vegetation including quantity, species, caliper size and height
			7.C.3	Existing vegetation on adjacent sites that will be affected by proposed work/site disturbance
			7.C.4	Existing vegetation to be removed including locations, size and species of all trees 9" or greater in caliper
			7.C.5	Street trees and natural vegetation to be retained, including locations, approximate driplines, size and species of all trees greater than 9" in caliper
			7.C.6	Location of existing and proposed fences and walls, including historic stone walls
			7.C.7	Significant Site Features (rock outcroppings, viewpoints, etc.)
			7.C.8	Trails (on-site and adjoining sites)
			<b>D.</b>	<b>Proposed Changes to Landscape</b>
			7.D.1	Location and dimensions of areas to be landscaped (including within public rights-of-way), specifying the location, quantity, names, caliper and size of proposed individual trees, shrubs, and ground cover plants. (Indicate initial and final height for trees and shrubs, initial width for shrubs, and initial spread for groundcover plants)

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			7.D.2	Plant legend/index or schedule that indicates the species, whether the species is native to the Northeast US, character, height/spread, size and total quantity of all plantings at time of installation
			7.D.3	Grass areas and limits, including identification of sod and/or seed areas
			7.D.4	Slope areas in excess of four to one (4:1) or 25%
			7.D.5	Drainage ways, yard inlets, area drains, overflow areas and LID stormwater practices
			7.D.6	Existing and proposed location of above and below grade site utilities and service connections including Fire Department connections, easements and access requirements
			7.D.7	Location and direction of service openings on above grade utilities such as transformers, telephone, air conditioning/heating units and cable boxes. Specifically indicate perimeter clearance/safety zone.
			7.D.8	Location of landscape accessories and furnishings (i.e. tree grates, temporary/movable planters, benches, trash/recycling containers, street and site lighting, etc.)
			7.D.9	Location of landscape irrigation system elements (above and below ground).
			7.D.10	Sight-distance restrictions
			7.D.11	Proposed streetscape, including street tree species, locations, separation distances between trees, and furnishings
			7.D.12	Location of existing and proposed fences and walls
			<b>E.</b>	<b>Details</b>
			7.E.1	Measures to protect existing vegetation to be preserved or relocated
			7.E.2	Planting details including dimensioned design sections and specifications for all proposed work, including location, details and specifications for all ground-level work, tree wells, landscape strips, and plantings above structure (roof gardens).
			7.E.3	Specifications and details for landscape accessories and furnishings
			7.E.4	Specifications and details for landscape irrigation system
			7.E.5	Fences and wall details

