

Site Plan Checklist Guidance Sheet
Updated May 2025

3.120 Site Plan Requirements. (Ord. #457)

A. **Purpose/Intent.** The purpose of this provision is to prevent development within the Town of White Bluff that creates undesirable conditions for residents, such as creating inadequate traffic and pedestrian circulation patterns and contributing to unnecessary congestion. The site plan's purpose is to allow applicants to demonstrate compliance with the regulations of the Town of White Bluff, by demonstrating their intent to obtain maximum convenience, safety, economy, and identity in relation to adjacent sites while providing maximum flexibility for expansion, change in use, and adaptation to individual needs. To accomplish this purpose, the Town of White Bluff requires applicants desiring to build within the corporate limits of the Town to submit scaled and thorough drawings by a professional competent of such design, according to the particular types of development proposals, to the White Bluff Municipal Planning Commission. Please note that town staff and the Planning Commission may require information not listed.

B. **Applicability.**

1. The site plan requirements shall be applicable to all development projects that are commercial, industrial, or multi-family in nature.
2. Planned Unit Developments, Mobile Home Parks, and Multi-Family Developments have additional requirements in addition to those listed below.

C. **A Traffic Impact Study shall be required for the following (Ordinance #465):**

1. Any development in excess of 50,000 square feet of floor space.
2. Any development project reasonably foreseeable to add 150 or more new traffic trips per day to the existing roads providing access to and out of the proposed development
3. Any planned unit development.
4. Major Subdivisions (as defined in Subdivision regulations) including but not limited to concept plan or preliminary plat; or
5. Any development so determined by the Planning Commission or the Planning Director to require a traffic impact study.

Please refer to Appendix A of the White Bluff Zoning Ordinance for more complete information.

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D. **Exemptions.** The following developments may be administratively approved by Town of White Bluff staff. Specific items required prior to permitting, that are not contained in this Zoning Ordinance, may be necessary.

1. Single family dwellings.
2. One structure, containing two independent dwelling units.
3. Minor additions to a principal structure that are not greater than 25% of the principal structure size, to a maximum of 2,000 square feet.
4. Accessory structures that are less than 1,000 square feet in size
5. Accessory structures that are no more than 10% of the principal structure's size, to a maximum of 1,500 square feet.
6. Site plan modifications that do not increase or decrease the number of parking spaces on site by more than 10% of the required number, or the number established by the Board of Zoning Appeals.
7. The use of the property or structure is not being changed.
8. There is no reduction or deletion of the landscaping area(s) or number of plants, except as may be necessitated by the construction of the building addition.

E. **Final Site Plan Required Features**

1. Scale of no smaller than 1" = 100 ft.
2. Date and stamp of the professional designing the site plan.
3. True North symbol
4. Vicinity Map
5. Name of Owner
6. Name, address, and phone number of the site plan designer
7. Graphically depict required setbacks.
8. Tax Map and Parcel Number of the subject property.
9. The actual shape, location, and dimensions of the lot.
10. Topographical contours at no more than 5' intervals
11. Topographical features of importance (including, but not limited to, streams, rivers, creeks, sinkholes, depressions, etc.)
12. Dimensions of parking spaces
13. Label areas intended for loading and unloading of materials, cargo, etc.
14. Indicate parking aisle widths.
15. Indicate the intended circulation of traffic on-site.
16. Indicate the location and width of all driveways, existing and proposed.
17. Clearly denote areas of required buffers, with details on the type of planting. *Please refer to Appendix B of the Zoning Ordinance for a list of approved, encouraged Native plants for landscaping.*

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18. Include a landscaping plan, with details of the type and location of landscaped areas.
19. Clearly indicate the location of all signs proposed on-site, including design details such as size and lighting elements.
20. Include drainage plans.
21. Proposed means of surface drainage.
22. Indicate the location of existing utility lines.
23. Indicate the proposed location of utility lines.
24. Identify the location of all existing easements and rights-of-way.
25. Identify the location of proposed easements and rights-of-way.
26. Location of any proposed outdoor sales or display areas.
27. Positions of fences and walls, with materials identified.
28. Location of waste storage areas, with associated screening details.
29. Location of Central Mailbox Units.
30. Necessary Design Review elements (*Please refer to the White Bluff Design Review Manual and its accompanying checklist on the Town website for more complete information*).

F. Final Site Plan Required Site Data Notes

31. Purpose Note: The existing and intended use of the lot and all structures upon it.
32. Zoning Designation.
33. Proposed total building coverage.
34. Typical lot inset, demonstrating setbacks, including corner and through lots.
35. Height of all proposed structures on site.
36. Total impervious surface coverage of the lot.
37. Total building square footage.
38. Total number of parking spaces, with ADA-accessible spaces clearly labeled.
39. Flood note as required by the National Flood Insurance Program, indicating location of areas subject to flooding.