

SITE PLAN REVIEW CHECKLIST

Information and Materials Required for Review by The City of Rome Planning Board

Required Site Plan Reviews

Site Plan Review is required by The City of Rome Planning Board if the proposed development/redevelopment falls into the following categories:

- (1) All development within the C-2, C-3, C-4, D-P, NPH, H-D, E-1, E-2 and E-3 districts;
- (2) Residential development of five (5) or more units per acre;
- (3) Attached single-family development in an R-1 zoning district; and
- (4) Parking lot development accommodating eight (8) vehicle spaces or greater;
- (5) Any additions or exterior alterations, renovations or other physical modifications to development defined under [subsections] (1), (2), (3) or (4) above, which result in the applicable structure(s), exceeding, in aggregate, twenty thousand (20,000) gross square feet or twenty-five percent (25%) or greater of the gross square footage of the existing building(s) or structure(s).

Required Application Materials

1. Submit **20** copies of the complete application to the Dept. of Community & Economic Development.
 2. Submit the applicable Site Plan fee to the Dept. of Community & Economic Development
 - a) Minor Site Plan - **\$50.00** (less than 1 acre & less than 5,000 square feet)
 - b) Major Site Plan - **\$250.00** (more than 1 acre or more than 5,000 square feet)
 3. **A complete application includes:**
 - a) Request for Planning Board Review (top sheet)
 - b) Planning Board Application Packet
 - c) Location Plan (a map showing where in the City, or a recognizable section of the City, your proposal is located)
 - d) Site Plan (the layout of your proposal)
 4. **Other supporting materials may be required:**
 - a) Environmental Assessment Form
 - b) Drawings of the facade of your building if this will change
 - c) Brochures showing proposed materials
 - d) You may bring samples of proposed materials to the Planning Board meeting
 5. **You must review your proposal with Planning staff prior to Planning Board review**
 6. All application materials must be received **16 days prior** to the next Planning Board meeting
 7. Please refer to items listed in Section § 80-5.4 – 80-5.9 of Article V Site Plan Review of the Rome Code of Ordinances for plan specifications.
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Planning Board Considerations In Proposal Review

The following topics are considered in the Planning Board's review of your proposal:

a) Spacing Between Buildings and Orientation of Building Groups:

- A building group may not be so arranged that any permanently or temporarily inhabited building is inaccessible by emergency vehicles.

b) Circulation:

- Adequate, safe and convenient arrangement of pedestrian circulation facilities, roadways, driveways, off-street parking and loading space, and facilities for waste and illumination.
- Adequate amount and suitable location of pedestrian walks, malls and landscaped spaces to prevent pedestrian use of vehicular ways and parking space, and to separate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities.
- Arrangement of buildings, vehicular circulation and open spaces so that pedestrians moving between buildings are not unnecessarily exposed to vehicular traffic.

c) Paving and Drainage:

- Adequate design of grades, paving, gutters, drainage and treatment of turf to handle storm waters, prevent erosion and formation of dust.

d) Signs and Lighting:

- Proper arrangement of signs and lighting devices with respect to traffic control devices and adjacent uses.

e) Planting and Screening:

- In nonresidential building groups abutting or within 100 ft of residential districts, fences, walls or year-round screen planting when necessary to shield adjacent residential districts from parking lot illumination, headlights, heat, blowing papers and dust, and to reduce the visual encroachment of commercial architecture, signs and activity on residential privacy and residential neighborhood characters.

f) Conformity with Master Plan:

- The proposed development shall conform to the Master Plan for the district in which the project is located in terms of general location of uses whenever possible.

The Planning Board will recommend approval, approval with modifications, or disapproval of the proposal.

Site Plan Checklist

YOUR SITE PLAN SUBMITTAL SHOULD INCLUDE THE FOLLOWING ITEMS, AS APPLICABLE:	
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
1. Correct plan size and scale. Sheets <u>must be</u> 24" x 36", drawn to a scale of not more than 1"=50 feet	
<input type="checkbox"/>	<input type="checkbox"/>
2. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;	
<input type="checkbox"/>	<input type="checkbox"/>
3. North arrow, scale and date	
<input type="checkbox"/>	<input type="checkbox"/>
4. Boundaries of the property plotted to scale	
<input type="checkbox"/>	<input type="checkbox"/>
5. Identification of all watercourses, designated State wetlands, Federal wetlands, rock outcroppings, etc.	
<input type="checkbox"/>	<input type="checkbox"/>
6. Grading and drainage plan, showing existing and proposed contours (2 foot intervals)	
<input type="checkbox"/>	<input type="checkbox"/>
7. Location, design, type of construction, proposed use and exterior dimensions of all buildings (Zoning Code, section 80-5.1)	
<input type="checkbox"/>	<input type="checkbox"/>
8. Location, design and type of construction of all parking and truck loading areas, showing access and egress (Zoning Code, section 80-19.1)	
<input type="checkbox"/>	<input type="checkbox"/>
9. Provision for pedestrian access Identification of all existing or proposed sidewalks or pedestrian paths (show type, size and condition of existing sidewalks)	
<input type="checkbox"/>	<input type="checkbox"/>
10. Location of outdoor storage	
<input type="checkbox"/>	<input type="checkbox"/>
11. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences	
<input type="checkbox"/>	<input type="checkbox"/>
12. Description of the method of securing public water and location, design and construction materials of such facilities	
<input type="checkbox"/>	<input type="checkbox"/>
13. Location of fire and other emergency zones, including the location of fire hydrants	
<input type="checkbox"/>	<input type="checkbox"/>
14. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy	
<input type="checkbox"/>	<input type="checkbox"/>
15. Location, size and design and type of construction of all proposed signs (Zoning Code, section 80-26.1)	
<input type="checkbox"/>	<input type="checkbox"/>
16. Location and proposed development of all buffer areas, including existing vegetative cover (Zoning Code, section 80-20.1)	
<input type="checkbox"/>	<input type="checkbox"/>
17. Lighting plan showing type, location and intensity of all existing and proposed exterior lighting fixtures	
<input type="checkbox"/>	<input type="checkbox"/>
18. Identification of the location and amount of building area proposed for retail sales or similar commercial activity	
<input type="checkbox"/>	<input type="checkbox"/>
19. Planting plan identifying quantity, species and size of all proposed new plant materials. Label existing plant material to be retained or removed. (Zoning Code, section 80-20.1)	

<input type="checkbox"/> <input type="checkbox"/>	20. An estimated project construction schedule
<input type="checkbox"/> <input type="checkbox"/>	21. Record of application for and approval status of all necessary permits from state and county officials
<input type="checkbox"/> <input type="checkbox"/>	22. Identification of any state or county permits required for the project's execution
<input type="checkbox"/> <input type="checkbox"/>	23. Parking lot layout plan and identification of all loading areas (number all spaces) (Zoning Code, section 80-19.1)
<input type="checkbox"/> <input type="checkbox"/>	24. Parking demand calculations (Zoning Code, section 80-19.1)
<input type="checkbox"/> <input type="checkbox"/>	25. Identification of parking spaces and access points for physically impaired persons
<input type="checkbox"/> <input type="checkbox"/>	26. Location and screening plan for dumpster or recycling bins
<input type="checkbox"/> <input type="checkbox"/>	27. References to all prior variances or special use permits
<input type="checkbox"/> <input type="checkbox"/>	28. Identification of storage of any potentially hazardous materials
<input type="checkbox"/> <input type="checkbox"/>	29. Drainage plan and stormwater management report
<input type="checkbox"/> <input type="checkbox"/>	30. Soil erosion protection measures
<input type="checkbox"/> <input type="checkbox"/>	31. Estimate of increase in water consumption
<input type="checkbox"/> <input type="checkbox"/>	32. Identification of all existing or proposed easements
<input type="checkbox"/> <input type="checkbox"/>	33. OTHER: _____

See next page for Griffiss Business and Technology Park Standards

Section 80 Appendix A

Griffiss Business and Technology Park Site Development Standards

Project Name _____

Development Area _____

Application Fee Y/N Request for Planning Board Review Y/N Application Y/N EAF Y/N

Appendix A of Section 80 Griffiss Business and Technology Park Site Development Standards

<i>Section No.</i>	<i>Element</i>	<i>Compliant Yes/No</i>	<i>Comments</i>
2.1	Permitted Uses		
Table 2	Lot Size		
2.2.1	Building Coverage		
2.2.2	Landscape Coverage		
2.2.3.1	Build-to Line		
2.2.3.2	Front Yard Setbacks		
2.2.3.3	Side Yard Setbacks		
2.2.3.3	Rear Yard Setbacks		
2.2.4	Road Frontage		
2.2.5	Height Limitations		
2.3	General Parking Requirement		
2.3	Parking Space Calculations		
2.4	Sidewalks		
2.5	Storage, service, loading areas		
2.6	Refuse collection areas		
2.7	Screening of mechanicals		
2.8	Screening of electricals		
2.9	Fences and Walls		
2.10	Utilities and Telecom		
2.11	Storm Drainage		
2.12	Fuel Storage Tanks		
3.2.1	Site Design Criteria		
3.2.2	Building Massing & Form		
3.2.3	Materials		
4.1	Landscape Maintenance		

4.2	Landscape Coverage		
4.3.1	Landscape Requirements Within Right of Way		
4.3.2	Landscape Requirements Within Set Back Areas		
4.3.3	Parking Lot Landscaping		
4.4	Approved Plant Materials		
5.1	Sign Requirements General		
5.2.1	Building Mounted Signs Single Tenant Identification		
5.2.2	Building Mounted Signs Multitenant Identification		
5.3	Miscellaneous Signs		
6.1	Lighting Guidelines		