

**HENDERSON CITY-COUNTY PLANNING COMMISSION  
SITE PLAN CHECKLIST**

- 1. A Site Plan review submittal shall include ten (10) copies of the site plan and a complete plan Review application. All Site Plans submitted to the Henderson City-County Planning Commission for review and approval shall depict the following information:
- 2. Title of Site Plan (example Green Street Apts. Site Plan)
- 3. If apartment complex/ number of units/ number bedrooms
- 4. North Arrow.
- 5. Drawn to scale.
- 6. Date prepared
- 7. Name and address of property owner
- 8. Address of property.
- 9. Property lines (existing and proposed).
- 10. Street(s) on which the property has frontage and/or street(s) which provide access to the Property.
- 11. Size of the property (dimensions and square footage).
- 12. Accurate location and dimensions of proposed and existing building(s).
- 13. Location and type of security lighting (if required).
- 14. Surface water drainage patterns, erosion control, approved by appropriate authority.
- 15. Required number of parking spaces and dimensions 10x18.
- 16. Dimensions and location of loading/unloading spaces (if required).
- 17. All existing and/or proposed entrances, exits and internal driveways which will be utilized by the development, show internal traffic flow. (Include curbing, sidewalk, drive and access aprons to be removed.)
- 18. Any existing or proposed easements (i.e. Utility, drainage) located on the property.
- 19. Location and description of all screening/buffering elements which will be utilized for the Development (if required).
- 20. Location of trash and garbage containment areas with proposed buffer.
- 21. Site triangle
- 22. 100 year flood plain elevation (if applicable).
- 23. Signature line
- 24. Required building Setbacks
- 25. Fire hydrant location or distance to nearest fire hydrant. (If required).
- 26. Vicinity Map
- 27. Any existing or proposed location and size of all utilities.
- 28. N.O.I. - Notice of Intent if disturbing more than 1 acre.
- 29. State Encroachment Permit if required.
- 30. Other features – Any additional information deemed necessary by the Planning Commission or Technical advisors.