



The following plans shall be submitted with the preliminary development plan application. The requirements are broken down into suggested pages. Depending on the plan, requirements can be consolidated onto fewer sheets provided that the plans do not become illegible.

General Requirements

- Format. All Full-size Preliminary Site Plans must be submitted as a minimum of twenty-four-inch by thirty-six-inch (24" x 36") blue or black line prints showing all required information accurately, neatly and discernibly at a scale requiring the fewest number of sheets. Recommended scales include 1"= 20', =40', =50'.
- Seal. The site plan shall bear the seal and signature of a P.E. or other such professional certifications and seals as the City may require. Requirement for PE certification may be exempt under unusual circumstances as determined by the Director.
- Title. The name, type (e.g., Preliminary Site Plan), and subdivision name & lot number(s) in large letters must be placed at the top center of the sheet. The project name and type must also be placed in smaller letters in the lower right hand corner of each sheet.
- Legend. Each sheet must provide a legend pertaining specifically to the symbols used.
- Additional information to be placed on the site plan beyond the requirements listed above may be required by the Director based on a joint review of the plans by the authorized departmental representatives of the City of O'Fallon.

Cover Sheet (Sheet 1)

- Names and Addresses. Names and addresses must be provided for all owners, mortgagees, lienholders, plan preparer, land planner, engineer and land surveyor.
- Description of all existing covenants, liens and encumbrances (unless included in an attached document).
- Sheet Index. For multiple sheets, a sheet index must be provided on the cover sheet. Key maps must be provided where needed.
- Vicinity Map. A vicinity map must be provided on the site plan, including a north arrow, bar and graphic scales and nearest major roads.
- Legal Description.
- Signature Blocks. The following signature block is required for Preliminary Site Plans only:

**City Council approval:**

The Preliminary Site Plan for the (project name) was approved by the City Council of the City of O'Fallon, Illinois, on the \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

- Summary Table. The summary table shall include the following information when applicable:
  - Area of lot(s) in square feet or acres
  - Maximum gross floor areas allowed per ordinance
  - Proposed gross floor areas
  - Percentage (%) of building coverage on the lot
  - Existing Zoning of the lot(s)
  - Proposed Zoning of the lot(s)
  - Off-street parking spaces required and provided.
  - Maximum height of all buildings, proposed building height
  - Breakdown by square feet of the total site utilization by building coverage, parking, street coverage, open space and other appropriate categories
  - General time schedule for completion.
  
- Overlay Districts. Location of any/all overlay districts that may apply to the site (e.g. Airport Overlay District).

**Site Plan (Sheet 2)**

- North Arrow & Scale. A north arrow, along with graphic and written scales, must be provided.
  
- Property Lines. The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. For all lots, tracts and blocks indicate purpose, identification number and square footage.
  
- Surrounding Properties. The site plan shall show the property lines and owner name(s) of all properties within 100' of the subject property.
  
- Zoning and Land Use. Show existing zoning and existing land use for the project and for adjacent properties.
  
- Buildings and Structures. Existing and proposed building footprints, required setbacks and separations. Location, elevations and descriptive note for cluster mailboxes and trash enclosures. On adjacent properties, footprint and location of nearest buildings (existing and proposed).
  
- Easements. Show, identify and dimension all existing and proposed easements.
  
- Setbacks. Show all front, side and rear yard setbacks.
  
- Vehicle and Pedestrian Ways. Location and dimension for all existing and proposed curb cuts (on-site and within one hundred [100] feet, including cross streets), driveways, parking spaces, loading areas and adjacent and on-site sidewalks/trails.
  
- Oil & Gas. The location of all oil and gas wells on the property.

- Streets and Rights-of-Way (ROW). Show all adjoining and/or internal streets and ROWs including centerline widths, radii, curb cuts, median breaks and turning lanes. Indicate street names and ROW widths. Show typical cross section for all proposed types and conditions of streets.
- Floodplain. Show boundary of the one-hundred-year floodplain. Dashed lines must be used to show any proposed modification to drainage channels and floodplains. Show centerline of any creeks or channels.
- Lighting. Street light locations and exterior on-site lighting location, height, shielding, and proposed lighting types.
- Signs. Sign locations.
- Preliminary Landscaping. Location and identification of all existing and proposed plantings and ground covers, with a table indicating landscape symbols, general type (e.g. deciduous, coniferous, bush, etc.), size and quantity of existing and proposed plant material.
- Fence Locations. Location and identification of any required bufferyard fences.

### Utility and Grading (Sheet 3)

- North Arrow & Scale. A north arrow, along with graphic and written scales, must be provided.
- Property Lines. The boundary line of the site must be shown in a heavy solid line with dimensions, bearings and control points indicated along all exterior property lines. For all lots, tracts and blocks indicate purpose, identification number and square footage.
- Buildings and Structures. Existing and proposed building footprints and accessory structure footprints. On adjacent properties, footprint and location of nearest buildings (existing and proposed).
- Vehicle and Pedestrian Ways. Location and dimension for all existing and proposed curb cuts (on-site and within one hundred [100] feet, including cross streets), driveways, parking spaces, loading areas and adjacent and on-site sidewalks/trails.
- Easements. Show, identify and dimension all existing and proposed easements.
- Utilities. Show location and size of all existing and proposed utility (water, sanitary, stormwater, gas, electric, telephone, cable, etc.) lines and equipment. Site plans must show location of existing and proposed fire hydrants
- Drainage. Preliminary layout map showing method of moving storm water through the project and method of stormwater detention or retention.
- Grading. Show existing and proposed grading extending twenty (20) feet beyond the property line unless waived by the Director. One (1), two (2), or five (5) foot contour intervals may be required by the Director, depending on the site
- Floodplain. Show boundary of the one-hundred-year floodplain. Dashed lines must be used to show any proposed modification to drainage channels and floodplains. Show centerline of any creeks or channels.
- Natural Features. Show drainage channels, wooded areas and other significant natural features within the property boundary and within one hundred (100) feet adjacent thereto.



**Building Elevations (Under Separate Cover)**

- Format. All Full-size Architectural Elevations must be submitted as a minimum of twenty-four-inch by thirty-six-inch (24" x 36") blue or black line prints showing all required information accurately, neatly and discernibly.
- Scope. Building elevations for all sides of the building including dimensioned heights, materials, colors, location of all building lighting, rooftop equipment screening, use of the building and proposed construction type.
- Signage. Location and general design of any proposed building or wall signage.
- Secondary Structures. Elevations of any trash enclosure, fence, or accessory structures including dimensioned heights, materials, and colors.

**Freestanding Sign (Under Separate Cover)**

- Format. General sign design must be submitted on a minimum of 8.5" x 11" sheets at a scale showing all information accurately, neatly and discernibly.
- Dimensions. Overall sign height and width, in addition to the sign face area height and width, should be dimensioned out in feet and inches.
- Materials. Identify materials and colors to be used for the sign and sign structure.
- Lighting. Identify the method of lighting the sign (e.g. internally lit, externally uplit/downlit, etc.).
- Approval. Signage will be approved with the Preliminary Site Plan. However, a sign permit for each sign must be subsequently obtained from the Building Department prior to placing any sign on the property. All signs must comply with the provisions of Article 12 (Sign Code Regulations) of the Zoning Code of Ordinances.

This Planned Use Checklist has been completed by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representative