



City of Newcastle

CHECKLIST INFORMATION

1. SITE PLAN REQUIREMENTS

1. Name of project
2. Show all drainage areas and how it will be accommodated
3. Landscape plan (according to Ordinance on separate sheet)
4. Access to property (show all entrances/exits clearly)
5. Owner/developer and agent information (contact information)
6. Indicated property boundary with dimensions
7. North arrow, scale (no smaller than 1" equals 50 ft.)
8. Required certifications
9. Date of preparation
10. Legend and summary table
11. Vicinity map (min. 200 ft. around the area at 1" equals 500 ft.)
12. Legal description of property
13. Show all dedicated rights-of-way and easements
14. Flood plain areas (if applicable)
15. Significant natural features or hazards
16. Any existing wells (water, methane, or oil)
17. Show building size and setbacks with dimensions
18. Show sidewalks (both proposed and existing)
19. Show proposed and existing parking spaces, handicapped spaces, and dimensions
of all spaces and drive aisles
20. Show elevations at curb and structure and indicate type of curb
21. Location of all curb cuts and loading areas
22. Indicate locations and sizes of existing and proposed water and sewer services
(a Permit to Construct may be required)
23. Indicate locations of electrical transformers. Show voltage and service size, and
all existing and proposed electrical lines
24. Indicate location of refuse storage and pick-up
25. Location of all existing and proposed fire hydrants and distance to proposed structure
26. Show location and size of signage
27. Show location of fencing and retaining walls
28. Show the type of surface (paving, gravel, grass, etc.)
29. Use group(s) as defined by the current International Building Code
30. Indicated first floor elevation. Existing and proposed contours shall be shown.
Show minimum of 2' intervals or less
31. Show total square footage of the lot, structure(s), parking and driveway area,
pedestrian walks, and open
32. Drainage report