

City of Oak Park



SITE PLAN REVIEW CHECKLIST

Item	Completed
1. Name of development and title block.	<input type="checkbox"/>
2. A scale of not less than one inch equals 50 feet if the subject property is less than three acres, and one inch equals 100 feet if there are three acres or more.	<input type="checkbox"/>
3. Location of all existing and proposed structures, uses, number of stories, gross building area, setback lines, distances between structures, and location of loading areas on the subject property.	<input type="checkbox"/>
4. All existing and proposed aisles, drives, pedestrian paths, roadways, parking areas and number of parking spaces on the subject property.	<input type="checkbox"/>
5. Types of existing and proposed surfacing, such as asphalt or concrete paving.	<input type="checkbox"/>
6. Types of facing materials to be used on structures.	<input type="checkbox"/>
7. Elevations (front, sides, and rear views) of all sides of the building(s).	<input type="checkbox"/>
8. A floor plan drawing showing the specific use areas of all existing and proposed building on- site.	<input type="checkbox"/>
9. Seal of registered architect, landscape architect, land surveyor, or civil engineer who prepared the plan. In cases of minor structural alterations where professional services are not required, additions of 300 square feet or less, or for changes in the use of existing buildings, the department of technical and planning services may waive this requirement.	<input type="checkbox"/>
10. Principal and accessory buildings.	<input type="checkbox"/>
11. Designation of units by type of buildings.	<input type="checkbox"/>
12. Interior walks and pedestrian or bicycle paths within right-of-way.	<input type="checkbox"/>
13. Exterior lighting locations, type of fixtures, and methods of shielding from projecting onto adjoining properties.	<input type="checkbox"/>
14. Trash receptacle and transformer locations and method of screening.	<input type="checkbox"/>
15. Drive or street approaches including acceleration, deceleration and passing lanes, where appropriate.	<input type="checkbox"/>
16. Estimated number of full-time and part-time employees.	<input type="checkbox"/>
17. Address location on building and size of numbers.	<input type="checkbox"/>
18. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, noise, vibration, and emission levels, and other data of all such equipment or machinery.	<input type="checkbox"/>
19. Proposed fire lanes and fire lane signs.	<input type="checkbox"/>
20. Proposed signs and specifications for control of traffic flow.	<input type="checkbox"/>
21. Measures to be taken to protect existing on-site trees not proposed for removal as part of the development.	<input type="checkbox"/>
22. Landscape plan showing species, spacing, and size of each tree and plant material and ground cover.	<input type="checkbox"/>