

Village of Baldwin Site Plan Review Checklist

Applicant Name:	Applicant			Village	
Project Name:	Yes	N/A	Explanation/Location in Plan	Yes	N/A
Site Plan Requirements					
1. Building dimensions to property lines					
2. Building size and dimensions					
3. Lot size and dimensions					
4. Parking layout and dimensions					
5. Summary of parking stall calculations					
6. Parking lot landscape/safety islands included					
7. Existing and proposed 1' contours					
8. Stormwater drainage control and features					
9. Erosion control measures					
10. Existing and proposed water and sewer services					
11. Driveways locations and widths					
12. Parking lot and/or driveway construction details					
13. Site landscaping					
14. Screening type/height					
15. Exterior site lighting					
16. 100 year floodplain boundary and elevation					
17. Sign locations					
Additional Information					
18. Existing and proposed zoning					
19. Proposed use, hours, employees, shifts					
20. Stormwater control calculations					
21. Floor plan and elevations					
22. Proposed signing; size, number, and schematic					
23. CSM or subdivision plat					

NOTE: The requirements listed above are necessary prior to site review by the Village Engineer and the Planning Commission. **Review and approval WILL BE delayed if these requirements are not met.** This checklist does not include all requirements of the Village Ordinances. A full copy of the Ordinances can be found on the Village website at: www.villageofbaldwin.com