

This Form and the required site plan **MUST** be completed in full and turned into Flushing Township **25 DAYS BEFORE THE SCHEDULED** Planning Commission meeting date to insure all Commission members have the necessary information:

Date of Next Meeting: _____

Fee Due: _____

Date Paid: _____

Paperwork Due By: _____

Amount Paid: _____

Receipt #: _____

COMMERCIAL SITE PLAN REVIEW CHECKLIST

Name of Applicant: _____

Mailing Address: _____

Property Address: _____

Parcel Number: _____

Proposed Use: _____

Existing Zoning: _____

Section 36-1902 Site Plan Review Requirements:

Before any Permit shall be issued, a site plan drawn to a scale of one (1) inch equals twenty (20) feet, and at least two (2) copies of this site plan shall be submitted to the township clerk. **Such site plan drawing shall contain ALL of the following information:**

PLEASE PLACE AN ANSWER IN EVERY BOX UNDER PROPOSED.

**DETERMINATION OF
ORDINANCE
COMMISSIONERS**

PROPOSED

(a) Statistical data including: number of dwelling units, size of dwelling units (e.g., one-bedroom, two-bedrooms, and three-bedrooms), if any, and total gross acreage involved. In all other cases, the location, type, horsepower, fuel, dimensions, and other data of all machinery to be used on the proposed site.		
(b) The location of principal and accessory buildings on the lot and the relationship of each structure to the other.		
(c) Vehicular traffic and pedestrian circulation features within and without the site.		
(d) The location and dimensions of all off-street parking areas including maneuvering lanes, service lanes, off-street loading spaces and other service areas within the development.		
(e) The location, dimensions and proposed use of all on-site recreation areas, if any.		
(f) The location of all proposed landscaping, fences or walls.		
(g) The height and dimensions of all structures.		
(h) Front, rear and side elevations of any typical structure proposed for development.		

(i) The location and capacity of private or public water and sanitary services and solid waste disposal facilities servicing the site.		
(j) The locations, dimensions and lighting of all signs.		
(k) The location, intensity and orientation of all lighting.		
(l) A location map indicating the relationship of the site to the surrounding land use for an area of not less than one (1) square mile.		
(m) A physiographic map showing the natural topography, the soil types, and suitability for intended use, natural features such as wood lots, lakes, drains, streams, and ditches, and surface coverage data (such as paved areas and structures) related to storm water runoff characteristics.		
(n) The site plan shall be sealed by a professional engineer, architect, landscape architect or community planner.		
(o) Location and size of interior and exterior areas and structures to be used for storage use, loading/unloading, recycling, or disposal of hazardous substances.		
(p) Location of all underground and above ground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated storm water or wash water, and all similar uses.		

(q) Location of exterior drains, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to collect, store to transport storm water or waste water. The point of discharge for all drains and pipes shall be specified on the site plan.		
(r) Delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of site cleanup.		
(s) Submission of the “Hazardous Substances Reporting Form for Site Plan Review.”		
(t) Submission of the “State/County Environmental Permits Checklist.”		
(u) 100 year floodplain.		
(v) Topographic lines at 1’ intervals.		
(w) Proposed and existing utilities including water, sewer, storm water and lighting.		
(x) Driveway location.		
(y) Current zoning of parcel and if the proposed use is not permitted in the district the parcel is zoned, an indication as to the proposed zoning.		
(z) Statement on the plan as to whether wetlands exist on the site.		
(aa) Easements impacting property.		
(bb) Underground utilities present on property.		

NOTE: Review Act XVIV for additional information.

ADDITIONAL COMMENTS:

Signature of Approving Planning Commission Chair	Date Approved
--	---------------

04-21-2025

SITE PLAN: USE BELOW SPACE OR ATTACH SITE PLAN

☐ LABEL STREETS

☐ LABEL FRONT YARD LINE

☐ LABEL SIDE YARD LINES

☐ LABEL REAR YARD LINE

☐ EXISTING BLDGS

☐ DISTANCE BETWEEN BLDGS

☐ DISTANCE TO YARD LINES

☐ LABEL DIRECTION N/S/W/E

☐ DISTANCED BETWEEN EXISTING AND PROPOSED STRUCTURES

APPROVAL SIGNATURE: _____ **DATE:** _____