

CITY OF NEW CASTLE			
Basic Information Required for Site Plan Submission Pursuant to City Code § 230-46			
Notes	All plans must be clear and legible.		
	See Subdivision Regulations, City Code Chapter 213, for Subdivision Plan requirements.		
Item #	DESCRIPTION	Concept Plan	Site Plan
PLAN INFORMATION			
1	Name, address of owner, applicant and developer, date of application.	X	X
2	Name and address of engineer, land surveyor architect, planner, and/or landscape architect, as applicable, involved in document preparation.	X	X
3	Date of survey.		X
4	Seal, signature and license number of engineer, land surveyor, architect, and/or landscape architect, as applicable, involved in document preparation. Each sheet must have a surveyor's seal.		X
5	Title block denoting name and type of application, parcel ID and street location	X	X
6	A vicinity map at a specified scale (no smaller than 1" = 200') showing location of the tract with reference to surrounding properties, streets, landmarks, streams, etc. Show all of the property owned according to the Tax Map(s) if only part of the property is to be developed.	X	X
7	Purpose of Plan - Brief description of proposed development.	X	X
8	Existing zoning of tract and adjacent property.	X	X
9	Adjacent property owners, names and parcel ID.	X	X
10	Title, north arrow and scale (minimum 1" = 50' or otherwise approved by City).	X	X
11	Appropriate signature block for Planning Commission Chair and City Building Official		X
12	Owner certification block and signature.		X
13	Monumentation, location and description.		X
14	Standardized sheets 24"x 36".		X
15	Metes and bounds of parcel boundary.		X
16	Acreage of tract to the nearest thousandth of an acre.	X	X
17	Date of original and all revisions.		X
18	Size, location and height of any existing or proposed buildings and structures with all setbacks dimensioned. Include storm drains, culverts, retaining walls, fences and stormwater management facilities.		X
19	Number of dwelling units in multi-family developments.	X	X

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20	Location, dimensions, bearings, names of any existing or proposed roads or streets. The location of pedestrian ways, driveways, right of way widths.	X	X
21	Summary of required and proposed Schedule of District Regulations. (See City Code Chapter 230 - Attachment 1)		X
22	Location and type of utilities (water, sewer, gas, electric and telecommunications) and names of providers.		X
23	References to protective covenants governing the maintenance of undedicated public spaces or reservations.		X
24	Location and size of proposed open space, play grounds and other public areas.	X	X
25	Location of existing or proposed easement (drainage and utility) or land reserved for or dedicated to public use.		X
26	Statement of owner dedicating streets, right-of-way, and any sites for public use if applicable.		X
27	Location and total number of required and provided off-street parking spaces.	X	X
28	List of required regulatory approvals/permits.	X	X
29	List of zoning variances required, requested and/or obtained.	X	X
30	Requested or obtained design waivers or exceptions.	X	X
31	Total area of the site that will be temporarily and/or permanently disturbed.		X
32	Description of deed restrictions or covenants.		X
II.	SETTING-ENVIRONMENTAL INFORMATION		
33	All existing streams, water courses, floodplains, wetlands, or other environmentally sensitive areas on or adjacent to the site. National Wetland Inventory (NWI) maps acceptable for Concept Plan. Field-delineation of non-tidal wetlands required for Site Plans.	X	X
34	Water Resource Protection Areas - Wellhead Protection Areas, Recharge Areas.		X
35	Existing rights-of-way and/or easements on or immediately adjacent to the tract.		X
36	Field delineated topography and proposed grades.		X
37	Existing system of drainage of subject site and adjacent sites and of any larger tract or basin of which it is a part.		X

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38	Location of 100-year floodplain, base flood elevation and FIRM Number. Other floodplain designations as applicable.	X	X
39	Soil types based on NRCS	X	X
40	Mean high waterline and landward edge of tidal wetlands.	X	X
41	Location of and acreage of existing wooded areas and trees (greater than 6" in diameter) to be disturbed by construction.		X