

COMMERCIAL SITE PLAN CHECK LIST

2019

MULTI-FAMILY, COMMERCIAL, INDUSTRIAL SITE PLAN REQUIREMENTS

THE FOLLOWING CHECK LIST MAY NOT BE ALL INCLUSIVE OF EVERYTHING NEEDED TO COMPLETE THE PLAN REVIEW PROCESS. COMPLETE, SIGN AND RETURN WITH APPLICATION. INCOMPLETE SUBMITTALS WILL BE RETURNED UN-REVIEWED.

SITE ADDRESS: _____

LEGAL DESCRIPTION: _____

CONTACT PERSON & PHONE #: _____

N/A YES

- TWO (2) COPIES OF BUILDING PLANS**
- TWO (2) COPIES OF SIGNED COM-CHECK** (www.energycodes.gov) (heated structures only)
- PLAN REVIEW FEE**
- TWO (2) COPIES OF SITE PLAN**
- TWO SIGNED ASBESTOS LETTERS - 1 FROM OWNER/GENERAL CONTRACTOR AND 1 FROM ASBESTOS CONTRACTOR** (May not be applicable to new construction)
- FAIR HOUSING FORM** (New construction and additions)
- IECC FORM** (New construction/additions)
- FOR SITE DISTURBANCE OF ONE (1) ACRE OR GREATER.** SUBMIT MT DEQ NOTICE OF INTENT, SWPPP APPLICATION & APPROVAL LETTER.
- SEWER UNIT FIXTURE COUNT BY LICENSED PLUMBER** (if existing/proposed sanitary sewer service will be less than 6" in diameter.)
- WASTEWATER CLASSIFICATION SURVEY**

N/A YES

Please show the following on the site plan:

- 1. North Arrow
- 2. Clearly indicate scale use on Site Plan. (1" = 20' minimum unless pre-approved by Permit Staff)
- 3. Names of streets and cross streets - All rights-of-way including alleys.
- 4. Existing and proposed easements; access, utility, etc. - include location and size. Note: Structures are not allowed in easements.
- 5. Boundaries and dimensions of property and property corners identified on site.
- 6. Distance from property line to curb or edge of street.
- 7. Locations of existing and proposed structures.
- 8. Uses of all present and proposed structures.
- 9. Distance from all structures to the property lines. (No reversed plans accepted.)
- 10. Existing and proposed curbs, sidewalks, driveways, curb cuts and trails. Note dimensions/locations.
- 11. Garages and Carports Attached Detached # of buildings on site _____
- 12. Location, dimensions, and number of existing and proposed parking spaces including:
 - (a) Number of parking spaces and dimensions.
 - (b) Square footage of paved parking area.
 - (c) Show ADA accessible entrances, ramps, routes and signage.
 - (d) Number, type and location of ADA (Americans With Disabilities Act) accessible parking; including striping and ADA signage placement.
- 13. Number, type and location of short and long term bicycle spaces.
- 14. Location of loading areas, accesses and type of vehicles using the area (delivery trucks, etc.)
- 15. Show all areas to be paved including alleys. Show typical pavement section. (thickness, base materials, etc.)
- 16. Show fire access and fire hydrant size and location.
- 17. Grading and drainage plan to include (may be on a separate sheet):
 - (a) Topographic map showing existing elevation of all relative features including but not limited to: curbs and sidewalks, edge of asphalt and drainage structures in existing street, property corners, spot elevation throughout lot, contours on a 1 foot maximum interval if cut or fill exceeds 3 feet. (Elevations must be in sea level designation if greater than 3,400 feet above sea level.)
 - (b) Proposed elevations for: critical locations in parking lots, curbing both on site and on right-of-way, sidewalks, existing and finished building floor elevations, landscaping, cut and fill slopes, retaining walls, etc.
 - (c) Drainage plan including inlets or sumps with reference or copy of City Standards, roof drainage, storm drains, etc. All stormwater shall be retained on-site.
 - (d) Indicate plans for erosion control and drag-on mitigation during construction.

- 18. Exterior lighting to include (may be on a separate sheet):
 - (a) Photometric drawing to include lighting layout, foot candles at property lines and regular intervals and fixture mounting height. (Sample at www.ci.missoula.mt.us/building.)
 - (b) Lighting fixture catalog sheets.
- 19. Irrigation and drainage ditches.
- 20. Existing and proposed landscaping for on-site and boulevard including (may be on a separate sheet):
 - (a) Square footage existing, proposed and required.
 - (b) Topography.
 - (c) Types of plants, botanical and common name, ultimate size and size at planting.
 - (d) Type of ground cover.
 - (e) Irrigation.
 - (f) Type of mulch and location.
 - (g) Installation and maintenance plan.
 - (h) Parks Department approval for activity areas for multi-family dwellings (10 or more units).
- 21. Heights and types of fences, existing and proposed.
- 22. Location and type of trash storage, including screening, ADA accessibility. Gates cannot open into the public ROW.
- 23. Location of external/internal grease interceptor. Provide sizing and type of interceptor.
- 24. Location and size of existing and proposed drainfield, STEP system, and/or sewer line.
- 25. Location and size of existing and proposed water service and water meter.
- 26. Water meter size: _____ inch If on well, list the water line size
- 27. Signs require a separate permit. Contact Kledia Colenso, Sign Program Manager @ (406) 552-6622 or kcolenso@ci.missoula.mt.us
- 28. Include construction quantities for the following: curb/gutter and sidewalk in public ROW; parking/paving - private and public ROW
 Curb/Gutter _____ L.F. Sidewalks: _____ S.F. Parking/Paving (Asphalt/Concrete): _____ S.F.
- 29. Construction Shoring - show location and type.
- 30. City Standard Drawings (STD-xxx) shall be referenced and attached when/where required/used.
- 31. On-site snow storage area (typically a minimum of 20% of the square footage of hardscape (paved and sidewalk) surfaces)
- 32. Swimming Pools - require a separate permit. Show drain line, size, location and connection. City ordinance requires 5' fence with self closing gate.
- 33. City Parks, public trails and open space lands.

N/A YES **Please show the following on the building plans:**

- 34. Occupancy type, type of construction and occupant load.
- 35. Exterior building elevations of all structures. (Indicate scale used ie: 1/8" = 1')
- 36. Room identification and intended use of each room.
- 37. Structural plans.
- 38. Engineering and/or architect stamps on appropriate sheets.
- 39. Foundation.
- 40. Floor framing.
- 41. Wall framing.
- 42. Conventional roof framing.
- 43. Schematic Drawings:
 - Electrical
 - Mechanical
 - Plumbing

GRADING, DRAINAGE AND HILLSIDE STANDARDS

MUST BE COMPLETED WHEN A BUILDING ON A HILLSIDE LOT WITH A SLOPE GREATER THAN 5%

NO YES

- 44. Is any part of the proposed structure located on a slope greater than 5%? (5' elevation in 100 lineal feet)
 If you checked **NO** then **STOP** here.
 If you checked **YES** then the following must be completed.

N/A YES

- 45. Existing and finished ground elevations at all building corners.
- 46. Spot elevations for driveway at street, garage floor and sea level elevation for one building corner.
- 47. Use shading or crosshatch to indicate location of cut and fill and proposed slopes in excess of 2:1.
- 48. Existing and proposed drainage structures and flow lines.
- 49. Retaining walls including height and location (maximum height of 6' above grade).
- 50. Existing and proposed contours of not more than two foot (2') intervals for the entire lot.

MUST BE COMPLETED WHEN A BUILDING ON A HILLSIDE LOT WITH A SLOPE GREATER THAN 15%

NO YES

51. Is part of the proposed structure located on a slope greater than 15%? (15' elevation in 100 lineal feet)

If you checked **NO** then **STOP** here.

If you checked **YES** then a topographic map must be prepared by a professional engineer, licensed land surveyor or licensed architect and continue with check list.

N/A YES

52. A slope analysis on a topographic map with contour intervals of 2 feet
53. Proposed finish contours (after all proposed grading)
54. Protected ridgelines, as shown on the City of Missoula Ridgeline Map
55. Proposed erosion control and slope stabilization techniques
56. Surface hydrological conditions including natural drainage courses, streams, floodplains, wetlands and
57. Location and types of significant vegetation including known rare and endangered plant species and
58. Habitat areas for rare or endangered animal species
59. Proposed building and disturbance area
60. Grading treatments
61. Driveways and other vehicular and pedestrian circulation routes

ATTEST: I hereby attest that the information submitted on this document and site plan is true and accurate.

APPLICANT'S SIGNATURE: _____ DATE: _____

Failure to complete this form and to provide all the requested information will result in the permit application being returned to the permittee for corrections.