

# SITE PLAN REVIEW APPLICATION

The following items must be submitted for consideration:

1. One copy of the Site Plan including:
  - a. Site plan checklist;
2. A PDF of the site plan; and
3. Application fee. (\$100)

The following information must be provided for the application to be considered complete:

### APPLICANT INFORMATION:

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### PROPERTY OWNER INFORMATION: (Attach a separate sheet if necessary.)

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### PROJECT INFORMATION:

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

**Please note the following procedure:**

1. Please see the Planning Department's fee policy regarding revision/resubmittal fees.

I, the undersigned, fully understand I am responsible for determining if there are any occupied utility easements and that this approval has no effect on vacating or relocating easements and utilities.

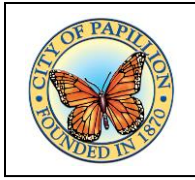
\_\_\_\_\_  
Owner Signature (or authorized agent)

\_\_\_\_\_  
Date

===== \*office use only\* =====

Approved this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Planning Department Official



## SITE PLAN CHECKLIST

- Name & address of the applicant
- Owner, address and legal description of the property
- A description of the nature and operating characteristics of the proposed use
- Site plan drawn to scale and dimensioned as necessary showing the following information:
  - Date, scale, North arrow, title, name of owner and name of person preparing the site plan.
  - Location and dimension of boundary lines, easements and required buffer yards and setbacks of existing and proposed buildings and site improvements.
  - The location, size, height, and use of proposed and existing structures on the site
  - The location of all proposed site improvements, including parking stalls and loading areas, pedestrian and vehicular access, sewers, sidewalks, utilities, service areas, fencing, retaining walls greater than 30 inches above grade, screening, and lighting.
  - Location of any major site features, including drainage and contours at no greater than 5-foot intervals, proposed finished grades and as applicable flood hazard areas, floodplains, floodways and design flood elevations.
  - Location and detail of all signs.
  - Any other information that may be required for review by the Planning Director or his/her designee.
  - Zoning district and site development regulators such as building coverage, impervious coverage and, if applicable, floor area ratio.
  - If the development is part of a Mixed Use District and specific Mixed Use District regulations are required these too must be shown on the site plan.
- Building elevations including material information and placement.
- Landscape Plan indicating type of material, quantity and size at time of installation, mature height and spread of all plantings. All plantings and grass beds to be labeled on the Landscape Plan.

I certify that all items listed above are included in the application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date