



# Site Plan Review Application

## 1. Identification

**Applicant Name**

Address

City/State/Zip Code

Phone ( ) Fax ( )

Interest in the Property (e.g. fee simple, land option, etc.)

**Property Owner** (if other than applicant)

Address

City/State/Zip Code

Phone ( ) Fax ( )

## 2. Property Information

Street Address

Sidwell Number

Legal Description

Zoning District

Area Area Area

Current Use(s)

Zoning District of Adjacent Properties to the:

North North North North

**3. Site Plan Required Elements.** Consult Article 11 of the Zoning Ordinance to determine when a project requires site plan review. Some projects qualify for administrative review. The site plan for the proposed development shall include all of the following information when required (refer to Article 11 of the Zoning Ordinance): Place a check mark in the right column upon completion/inclusion.

<b>Application</b>	
Project title and street address.	<input type="checkbox"/>
A written project description including proposed uses of buildings and site improvements.	<input type="checkbox"/>
The names, addresses and telephone numbers of all proprietors, applicants, architects, engineers and owners'.	<input type="checkbox"/>
Written proof of ownership or option on subject property. If the applicant is not the owner, a written explanation of their legal relationship shall be submitted.	<input type="checkbox"/>
Proposed time of project completion and phasing schedule.	<input type="checkbox"/>
<b>Site Plan.</b> Site plans shall consist of an overall plan for the entire development and must be drawn to a scale of no less than 1" = 30'. Sites greater than three (3) acres shall be drawn at a scale not less than 1" = 50'. The Director may also request copies of all plans and drawings in a reduced size format. Site plans must include:	
Date of preparation of drawings and revisions.	<input type="checkbox"/>
Location map drawn at a minimum scale of 1" = 2000' with north point indicated.	<input type="checkbox"/>
Architect's, Engineer's, Surveyor's, Landscape Architect's, or Planner's seal.	<input type="checkbox"/>
Legal and common description of the site with existing and proposed lot lines, and dimensions.	<input type="checkbox"/>
Centerline, existing, and proposed right-of-way lines of any streets or alleys, and proposed and existing easements.	<input type="checkbox"/>
Zoning classification of petitioner's parcel and all abutting parcels.	<input type="checkbox"/>
Gross and net buildable area.	<input type="checkbox"/>
Percentage of lot coverage including existing buildings.	<input type="checkbox"/>
Sign locations, illumination and size. Refer to the Sign Ordinance.	<input type="checkbox"/>
Other pertinent features, including entrance details, decks, porches, fences, flag poles, or other structures.	<input type="checkbox"/>
All permanent exterior lighting locations, including ornamental lighting, type of fixtures, footcandles, mounting height and method of shielding in sufficient detail to allow determination the effect of such lighting upon adjacent properties and traffic safety. A manufacturer's cut sheet of each type of fixture proposed shall also be submitted. Except as noted below, lighting fixtures shall not exceed a height of twenty-five (25) feet. In portions of a site adjacent to residential areas, lighting fixtures shall not exceed a height of twenty (20) feet. Building, ground or roof-mounted lighting intended to attract attention to the building or use and not strictly designed for security purposes is prohibited. Temporary holiday lighting and decorations are exempt from this provision.	<input type="checkbox"/>
Outdoor trash receptacle location and method of screening.	<input type="checkbox"/>

<b>Access and Circulation.</b> Site plans must include dimensioned drawings of all existing and proposed:	
Acceleration, deceleration, passing lanes and approaches; dedicated road or service drive locations; proposed locations of driveways, access drives, street intersections; driveway locations on opposite frontage; dimensioned fire lanes, including curve radii; and surfacing materials.	<input type="checkbox"/>
Parking spaces, circulation aisles, off-street loading/unloading area, stacking spaces, signage and surfacing materials in compliance with Article 8.	<input type="checkbox"/>
Sidewalks and curbs and surfacing materials.	<input type="checkbox"/>
<b>Buildings and Structures</b>	
Location, height, and outside dimensions of all existing and proposed buildings or structures on the site, with setbacks and yard dimensions, and of all existing buildings and structures within one hundred (100) feet of the site.	<input type="checkbox"/>
Front, side and rear building elevations with all windows, lights, doors, screened roof equipment and exterior materials, including color, indicated.	<input type="checkbox"/>
<b>Utilities, Soil Erosion, Sedimentation Control, and Drainage</b>	
Location, size and design of existing and proposed service facilities above and below ground, including: (a) Water supply facilities including fire hydrants, water lines and mains. (b) Sanitary sewage disposal facilities including manholes, catch basins, and sewer lines and mains. (c) Gas, electric, telephone, fiberoptic and cable lines above and below ground. (d) Transformers, generators, utility boxes or poles, communication equipment, satellite dishes over forty-eight (48) inches in diameter, and mechanical equipment. (e) Easements. (f) Chemical and fuel storage tanks, transfer lines, and containers above and below ground.	<input type="checkbox"/>
Grading plan showing existing and finished contours at a maximum interval of two (2) feet.	<input type="checkbox"/>
Drainage plan showing storm lines, storm drains, retention and detention ponds, existing drainage courses, proposed method of site and roof drainage, soil erosion and sedimentation control.	<input type="checkbox"/>
<b>Landscaping Plan</b>	
Existing trees with greater than a 4½ inch dbh.	<input type="checkbox"/>
Proposed landscaping, including berms, buffers, screens and greenbelts, lawns, shrubs, and other live plant materials.	<input type="checkbox"/>
Method of irrigation. Refer to the Vegetation Ordinance.	<input type="checkbox"/>
Screening walls and fences, including dimensions, materials and details.	<input type="checkbox"/>
<b>Additional Requirements for Multiple Dwelling Developments</b>	
Density (dwelling units per acre) calculations.	<input type="checkbox"/>
Designation of units by type and number of units in each building.	<input type="checkbox"/>
Garage or carport locations and details.	<input type="checkbox"/>
Architectural compatibility with surrounding area. Refer to Section 5.04.	<input type="checkbox"/>
<b>Additional Requirements for Commercial and Industrial Developments</b>	
Secondary containment facilities.	<input type="checkbox"/>
Number of employees at peak usage.	<input type="checkbox"/>

