

MAJOR/MINOR SITE PLAN REVIEW APPLICATION AND CHECKLIST

PROJECTS REQUIRING MAJOR SITE PLAN REVIEW:	PROJECTS REQUIRING MINOR SITE PLAN REVIEW:
Multi-family Developments Multi-tenant Non-residential buildings Mobile Home and Manufactured Home Parks Planned Unit Developments; Commercial Parking Areas	Single-tenant Non-residential Buildings Two-family Projects having less than 5 units Subdivision Amenity Plans <i>(See Section 5.7 of the Zoning Ordinance for more information.)</i>

APPLICATION FORM: *(PLEASE PRINT)*

Project Name:	Submittal Date: / /
Address or Project Location:	
Tax Map Identification Number:	
Applicant/Owner Name:	Owner Signature:*
Applicant/Owner Address:	
Applicant/Owner Phone Number: () -	Applicant/Owner Fax Number: () -

**By my signature I hereby certify that all statements herein and attached hereto are true and correct to the best of my knowledge and understanding.*

SITE PLAN SUBMITTAL CHECKLIST: *(CHECKLIST ITEMS ARE BASED ON SECTION 5.7.5 OF THE ZONING ORDINANCE)*

YES	REQUIRED ITEM FOR MAJOR SITE PLAN REQUIRED ITEM FOR MINOR SITE PLAN	YES	1. A pre-application meeting with the Mayor prior to plans submittal is strongly suggested. <i>Note: A minimum of 30 days must be allotted for plans review prior to a board meeting or issuance of Mayor's approval.</i>
YES		YES	2. Submit a complete set of site plans including the following: (MUST ACCOMPANY A COMPLETED APPLICATION)
YES		YES	a) SITE SURVEY: provide a map of the property with metes and bounds description including scale, date, north arrow, gross acreage of the site with lot dimensions, vicinity map reflecting property location, current zoning, existing setbacks, existing right-of-way and street systems on or adjacent to the property, location of all man made features such as roads, utilities and structures to remain or to be removed, easements, watercourses, flood plain, utility locations and other physical elements. Label property owners for all associated and adjacent parcels.
YES		YES	b) LAYOUT PLAN: including any proposed land use or zoning changes, locations and dimensions of all proposed structures including building "footprint", accessory buildings or structures, height of all structures, ground signs, building density (percentage of building coverage), internal traffic patterns with proposed streets, right-of-way, sidewalks, driveways, parking areas, parking spaces, tree islands, etc. with associated dimensions, percentage of impervious surfaces (over total site), and associated site details, site amenity areas having swimming pools, patios, or other structures, trash collection area, screen walls, fencing and any proposed phasing of development.
YES		NO	c) GRADING AND DRAINAGE PLAN: including existing and proposed contours (min. 2 foot elevations), base flood elevation and finished floor elevations of existing and proposed structures, proposed storm drainage structures, ditches, erosion control methods, etc. A Stormwater Runoff Analysis must be provided to address all excess stormwater runoff. Storm Water Pollution and Prevention Plan measures must also be provided and shown as required by state law.
YES		YES	d) UTILITY PLAN: including existing and proposed water and sanitary sewer systems, lines, appurtenances, easements, manholes, cleanouts, fire hydrants, etc. If a sewer pump system is proposed, the preliminary details of the pump system must be included in the site plan submittal. A water/sewer use analysis is required for Major Site Plans. Provide a preliminary electrical service and site lighting plan for Major Site Plans.
YES		YES	e) LANDSCAPE PLAN: including the proposed location, type, size and quantities of all plant materials, and associated planting details, proposed buffers, and internal planted screening areas. Label all areas of existing or proposed park land, greenways or conservation dedications.
YES		YES	f) ARCHITECTURAL BUILDING PLAN: including the proposed location, type, size, color and materials (with detail) for all buildings, structures, screen walls, parapets, etc., and an elementary floor plan. If an existing structure is to be modified, the existing structure must be shown in addition to the new portions.
YES		NO	h) UNIFORM SIGNAGE PLAN: (where applicable, see Zoning Ordinance Section 11.2.7) including the proposed location, type, size and materials of all signage such as development signs, multi-tenant signs, directional signs, attached wall signs or any other building signage for multi-tenant non-residential development.
NO		YES	3. Staff review and approval by the Mayor
YES	NO	4. Staff review and approval by the Mayor and Board of Aldermen	

For Office Use Only

File Number:	Application Accepted by:
Action:	Date of Hearing: / /