

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

Date \_\_\_\_\_



## SITE PLAN APPLICATION AND CHECKLIST

The application must be filled out completely and all fees paid in full at time of submission.

APPLICATION FEES:        \$500

### GENERAL INFORMATION

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
                    NUMBER        STREET        CITY        STATE        ZIP CODE

PHONE: \_\_\_\_\_  
                    WORK                                      HOME                                      MOBILE

EMAIL: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
                    NUMBER        STREET        CITY        STATE        ZIP CODE

PHONE: \_\_\_\_\_  
                    WORK                                      HOME                                      MOBILE

EMAIL: \_\_\_\_\_

PROPERTY TAX MAP #: \_\_\_\_\_ TOTAL ACRES: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_ EXISTING USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

**SITE PLAN CHECKLIST**

The Site Plan must include the following:

- \_\_\_\_\_ The size of the plan and number of copies should conform to the following: Six copies that are 24" x 36" (full size) and Two copies that are 11" x 17" (reduced size).
- \_\_\_\_\_ A descriptive location of the property and vicinity map at a scale of not less than one-inch equals one mile.
- \_\_\_\_\_ Proposed name of the development.
- \_\_\_\_\_ The date of the survey or plan.
- \_\_\_\_\_ All plans shall be embossed with the seal and signature of the engineer/surveyor responsible for the work.
- \_\_\_\_\_ A graphic scale and numerical scale shall be shown on the plan.
- \_\_\_\_\_ The North arrow shall be shown and be accurately correlated with the courses with indications as to whether it is true, magnetic or grid.
- \_\_\_\_\_ Total acreage and boundaries of the development shall be shown on the plan.
- \_\_\_\_\_ All existing and proposed uses of land throughout the tract shall be shown on the plan.
- \_\_\_\_\_ Topography of the site with a contour interval of not more than 5 feet shall be shown on plan.
- \_\_\_\_\_ Typical arrangement of existing and proposed buildings and structures, including dimensions, elevations, uses, and setbacks shall be shown on the plan.
- \_\_\_\_\_ Location of adjoining property lines and existing buildings shall be shown on the plan.
- \_\_\_\_\_ The names of adjacent landowners, lot and/or block numbers, highways, streets, and named waterways shall be shown.
- \_\_\_\_\_ All property lines shall be defined by course and horizontal distance. All property lines shall be plotted to the scale shown in the title.

\_\_\_\_\_ Where a boundary is formed by a curved line, the curve will be defined by curve data to include the radius, delta angle, total arc length and the long chord by course and distance. The curve may also be defined as a traverse of chords around the curve. Chords shall be defined by course and distance.

\_\_\_\_\_ All easements and rights-of-way of existing and proposed buildings and structures shall be shown and shall include their widths and center lines.

\_\_\_\_\_ All existing street intersections shall be shown on the plan.

\_\_\_\_\_ Proposed parking areas and traffic circulation shall be shown on the plan.

\_\_\_\_\_ Exact ratio of impervious surfaces to lot area shall be shown.

\_\_\_\_\_ The location and size of all proposed utilities easements shall be shown. Specifics must be given as to whether utility lines are in easements or rights-of-way and location of poles and/or towers shown.

\_\_\_\_\_ Physical features such as storm drains, sanitary sewers, water lines, buildings, water bodies, etc., shall be shown and plotted to the scale as shown in the title.

\_\_\_\_\_ At a minimum the plan shall include basic landscape information such as the location and dimension of plantings. A detailed Landscape Plan shall be required upon approval of the Site Plan.

**APPLICATION CERTIFICATIONS**

**I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable City ordinances and state laws related to the use and development of the land. I further certify that I am the property owner, or his/her authorized agent, of the subject site(s). I understand that falsifying any information herein may result in rejection or denial of this request.**

\_\_\_\_\_  
**APPLICANT** **DATE**

**I (we) certify that I (we) are the owners of the property involved in this application and further that I (we) designate the person signing as applicant to represent me (us) in this subdivision application.**

\_\_\_\_\_  
**PROPERTY OWNER (S)** **DATE**

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

Date \_\_\_\_\_

**\*ATTACH OWNER'S NOTARIZED WRITTEN AUTHORIZATION IF OWNER'S SIGNATURE CANNOT BE OBTAINED.**

**OFFICE USE ONLY**

**AMOUNT PAID:** \_\_\_\_\_ **CHECK #:** \_\_\_\_\_ **CASH AMOUNT:** \_\_\_\_\_

**DATE RECEIVED:** \_\_\_\_\_ **RECEIPT #:** \_\_\_\_\_

**PLANNING COMMISSION MEETING DATE:** \_\_\_\_\_

\_\_\_\_\_ Application is **COMPLETE** and is **ACCEPTED** for Plan Review

Date Accepted: \_\_\_\_\_

\_\_\_\_\_ Application is **NOT COMPLETE** and is **DENIED** for Plan Review for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Designer Contacted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_