

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. In addition, the applicant must complete and submit a Restricted Covenants form.

APPLICATION FEES: \$500

Planning Commission meetings are held the second (2nd) Monday of the month at 7:00 p.m. in the Lower Level of The Glennon Center located at 15077 Molokai Drive (*this is not a public hearing*).

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: Twelve 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:** _____