



Site Plan Application

Project Name _____

Legal Description _____

Address _____

Proposed Use _____

Check Main Contact (only one)

Owner / Agent

Company _____ **Contact** _____

Address _____

Phone _____ **Fax** _____

Email _____

Engineer / Architect (If applicable)

Company _____ **Contact** _____

Address _____

Phone _____ **Fax** _____

Email _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

Signature _____ **Date** _____

Print Name _____

Site Plan Submittal Requirements:

Submittal Fees:

- Site Plan Fee: \$120.00

Three (3)-24" X 36" prints that include:

- Cover sheet (w/ vicinity map, address)
- Dimensioned site plan (property lines, driveways)
- Recorded plat, or Plat in review process (when applicable)

One-11" x 17" Site Utility Plan that includes:

- Site Utility Layout – Drawing to scale shall include existing and Proposed Water & Sewer Site Utility Improvements; Location of FDC & Backflow Preventer; existing & proposed Fire Hydrants
- Landscape and Irrigation Plan
- Trip Generation when applicable
- Traffic Impact Analysis (TIA)- see standard design guide; When applicable
- One legible reduced copy – 8 ½" x 11"
- AutoCAD DWG file of site plan
- Existing site plan/survey

Office Use Only	
Case Planner:	_____
Date Received:	_____
Received By:	_____
Filing Fee:	_____
Existing Zoning:	_____
Proposed Zoning:	_____
Rezoning Required:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Conditional Use Permit Required:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Variance Required:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Subdivision Required:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Planning & Zoning Comm. Hearing Date*:	_____
Planning & Zoning Approval Date*:	_____

***Changes to a Board approved site plan, ownership, designer/architect, engineer will require a new application with related information and fees. **Once the site plan has been approved by the Planning and Zoning Commission, an AutoCAD DWG file of the of the Board Approved site plan will be required to be submitted.**

