

Site Plan Review Application

Site Plan Type (Check One): General / Concept Specific Development

Site Plan Address: _____

PIN #(s): _____

Zoning: _____ Estimated Cost of Construction: \$ _____

Type of Construction: _____

Project Name: _____

Applicant's Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

Owner's Name (If Different form Applicant): _____

Mailing Address: _____

Phone #: _____ Email: _____

I hereby acknowledge that the above information is true and correct.

Applicant's Signature

Date

Owner's Signature (If Different form Applicant)

Date

Please see page 2 for required submittal checklist

Site Plan Review Application Submittal Checklist

Documentation below is required for a complete submittal.

- Signed and Completed Application
- 3 Full size sets of site plan civil drawings or concept plan (depending on type of site plan)
- 3 half size (11" X 17") sets of site plan civil drawings or concept plan (depending on type of site plan)
- 2 copies of hydrology reports (if applicable)
- Names, mailing address, and PIN number of all property owners within 250 feet of all property lines
- 1 8 ½" X 11" of site plan civil drawings or concept plan (depending on type of site plan)
- PDF of entire submittal on a flash drive or download link ONLY (NO CD'S)
- Other Engineering details or reports may be required once submittal has been received.
- If property owner and applicant are not the same, Authorization of Property Owner form.
- Site plan review fee check *(Please refer to the "Business User Fee Schedule" for the current year.)*
 - o Concept / General - Site Plan Fee + Admin Fee = Total
 - o Specific - Site Plan Fee + Admin Fee = Total

Additional Fee Statement: If engineer review cost to the City exceeds the site plan review fee that is paid at the time of initial application submittal, you may be required to pay additional review cost.

I have read and agree to the above additional fee statement

Applicant's Signature

Date