



SITE PLAN REVIEW (APPLICATION): Zoning Code: Chapter 11

Purpose: This application and these requirements are intended for the purpose of promoting compatible development and stability of property values, fostering the attractiveness and functional utility of the community as a place to live and work, preserving the character and quality of the built environment by maintaining the integrity of those areas which have a discernable character, protecting certain public investments in the area, and raising the level of community expectations for the quality of its environment.

Instructions: Preliminary consultation. Prior to the preparation and official submittal of the site plan and supporting data, the applicant shall meet with the Town Zoning Administrator for preliminary consultation. The purpose of this preliminary consultation is to have an informal discussion of the proposed project, a review of the regulations and policies applicable to the project and a discussion of the land use implications of the project.

Submittal: A submission shall be made to the Town Zoning Administrator two (2) weeks prior to the next Plan Commission meeting, usually second (2nd) Wednesday of each month, to ensure there is adequate time for review.

FEES:

Site Plan Review: \$300.00

Any substantial change to the plan may be cause for review by the Plan Commission and an additional fee.

PROPERTY OWNER INFORMATION:

AGENT / CONTRACTOR INFORMATION:

Owner(s) name

Applicant / Agent name

Owner (#2) Name (when applicable):

Engineer / Architect Name:

Mailing Address / Phone #:

Mailing Address / Phone #:

Email:

Email:

PROPERTY INFORMATION:

Site Address: _____ Parcel #: _____

Legal Land Description: _____

Lot / Parcel Area: _____ (Acres / Sq. ft) CSM # _____ Lot # _____

Zoning District: _____ Subdivision (if applicable): _____

Overlay district (where applicable): _____

DEVELOPMENT INFORMATION:

Proposed Use: _____

Project Description: _____

- A. Proposed Building footprint: _____ sq. ft.
- B. Driveway / parking lot / sidewalk: _____ sq. ft.
- C. Total Impervious Area (A+B): _____ sq. ft.
- D. **Total Site Area:** _____ sq. ft.

SITE PLAN CHECKLIST:

- (1) Site plans drawn to an engineering scale with the name of the project noted.
- (2) Scale of drawing _____, North Arrow included.
- (3) A rendering showing all four (4) elevations.
- (4) All building and yard setback lines indicated.
- (5) Where applicable, both the one-hundred-year recurrence interval floodplain and the floodway indicated. Where applicable, wetland areas indicated.
- (6) All driveways, Location both ingress and egress locations indicated. Additional curbing may be required based on the Plan Commission review.
- (7) The proposed location of all signage to be placed on the site (Sign Ordinance #06-18-2014 and amendments)
- (8) The location and type of all outdoor lighting proposed to illuminate the area (see chapter #13)
- (9) Total number and location of off-street parking spaces noted (see chapter #14)
- (10) The type, construction materials and size and location of all structures. All building dimensions must be shown. Location of dumpster and recycling areas and the type of screening proposed must be shown.
- (11) Indicate the height of buildings.
- (12) Existing and proposed street names indicated.
- (13) Indicate existing and proposed public rights-of-way and / or reservations and widths.
- (14) Indicate and locate all easements on the subject property.
- (15) Location of existing and general location of proposed utilities.
- (16) Location of any proposed stormwater management facilities, including detention / retention areas (refer Post Construction – SS NR151, Erosion Control and Water Management SS NR 216
- (17) Trees six (6) inches or larger must be included in the site plan.

- (18) Note location, extent, and type of proposed landscaping and landscape plantings as well as any proposed buffer areas for adjoining properties.
- (19) Design elements for roofs must include minimum 12" overhang, rain gutter system, multiple roof slope planes, Main entrance overhang protecting public entrances.
- (20) Entrance requirements as per Zoning Plan review design element Entrance specific (chapter 13)
- (21) A graphic outline of any development staging which is planned.
- (22) If the development abuts an existing or planned arterial highway, all driveway locations of all adjoining property within 200 feet of the subject property shall be indicated on the site plan.
- (23) SPECIFIC TO SELF-STORAGE BUILDINGS- Unit closest to road must include 25% of multi-use space.

Applicants Signature: _____

Date of Submittal: _____