

Planning



Department

## SITE PLAN REVIEW APPLICATION

A site plan review is required for all new commercial buildings and commercial building additions as well as for any work relating to townhouses, duplexes, and multi-family residential buildings. A site plan review is also required when there is any proposed change to the parking areas, driveways, landscaping, or drainage on any properties other than parcels containing single-family homes. All work done on single-family homes or parcels containing single-family homes are exempt from this site plan review process and will instead require other types of permits. The submitted site plan shall include details of all parking areas, driveways, landscaping, drainage, buildings, lighting, and fencing being proposed on the parcel indicated below.

Address (If Applicable): \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Is any part of this parcel in Flood Zone AE? \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Will any part of this proposed project be within Flood Zone AE? \_\_\_\_\_ If answering YES, the applicant must also obtain a floodplain development permit in addition to this permit.

In the fields below, please provide the best point of contact for the entity submitting this application and the respective site plan drawings. This may include any engineering firm hired to create the site plan, any person or group who hired that engineering firm, any person or group representing the landowner, any person or group paying for this application, or any combination of these.

Name of Person: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

In signing below, I (we) confirm that I (we) own the land identified on this application and that the information in this application is true to the best of my (our) knowledge. Additionally, I (we) consent to the proposal being represented with this application.

Landowner Signature: \_\_\_\_\_

Printed Name of Landowner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Landowner Signature (If Applicable): \_\_\_\_\_

Printed Name of Landowner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Landowner Signature (If Applicable): \_\_\_\_\_

Printed Name of Landowner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Site Plan Review Fee Schedule:

- If amending an existing site plan with no proposed changes to any existing building: \$50.
- If site plan proposal includes constructing any new building, expanding any existing building, or modifying the exterior of any existing building: \$200 for the first 5 acres plus \$15 per each additional acre or fraction thereof.

Total Site Plan Review Fee: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Payment Type:  Cash  Check  Card

Amount Paid: \_\_\_\_\_

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