



# Site Plan Review Application

**Fee: Minimum of \$250**

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

Development Name: \_\_\_\_\_

### *Applicant Information*

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### *Contact Information*

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### *Site Information*

Site Address: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Zoning: \_\_\_\_\_

***Please provide a hard copy and a PDF copy of plans to The Office of Community Development. The Office of Community Development may contact you for additional information as needed.***

**Applications for site plan review shall contain a site plan showing all information required by the Community Development Coordinator. Such site plan shall include at a minimum the following:**

- 1) Elevation contours
- 2) Existing and proposed easements and rights-of-way on the site or within 100 feet of its boundaries
- 3) Existing and proposed structures
- 4) Significant existing and proposed landscaping and paving
- 5) Existing and proposed signage
- 6) Scale, north arrow, and dimensions



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**Site plan with public improvements:** The owner of a site plan shall reimburse the city three and a half percent (3.5%) of the estimated costs (if applicable) of said public improvement to compensate the city for all inspection/engineering expenses.

**Site plan without public improvements:** The owner shall reimburse the city 50% of the actual cost of outside engineering review costs up to a maximum of \$1,000 (if applicable)

*All site plan reviews shall be charged no less than a \$250 minimum charge.*

Fee: \$ \_\_\_\_\_

Method of Payment: \_\_\_\_\_

*I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge.*

*The Authorized Signer invites City representatives to make all reasonable inspections, investigations, and pictures of the subject property during the processing period of the application. I agree to pay all fees consistent with the City payment policies and comply with City codes. I understand these fees will include processing expenses and are non-refundable. I understand that all correspondence from the city staff will be directed to the Contact. It will be the Contact's responsibility to inform all other interested parties of any correspondence and the status of the application.*

Signature

Date