

SITE PLAN REVIEW

A. CITY REVIEW PROCEDURE

1. Applicant reviews proposal with City Planner before plans are finalized.
2. Applicant submits application and submission documents to City.
3. Planner prepares written review of application for Planning Commission and City Council (City Attorney, Engineer, Building Inspector and Fire Chief may also prepare reviews depending on issues involved in application).
4. Planning Commission reviews proposal and makes recommendation to City Council. A Public Hearing, is not required but neighboring property owners may be invited to meeting for response to proposal.
5. City Council reviews application and takes action.
6. City Staff processes Conditional Use Permit.
7. Required and Proposed Setbacks

B. SUBMISSION REQUIREMENTS

Construction Plans, i.e. plans to be submitted for building permits shall be submitted for all Site Plan Reviews. Some requirements may be waived for modifications to substantially developed sites or for new sites depending on complexity of proposal.

Location Map

Blank map provided by City and Applicant fills in entire property for which the application is being made.

Ownership Report

1. Record Owners of the property;
2. Applicant if different than Owner;
3. Addresses and phone numbers of Owner and Applicant;
4. Owners and addresses of all property within 350 feet of the boundary of the property.

Survey

1. The date, north point, map scale, name and address of the applicant, owner, operator, surveyor, engineer and designer, including their license numbers and seals;
2. A correct boundary survey and legal description of the subject property made and certified to by a registered Land Surveyor indicating total acreage of site;
3. Depiction of all watercourses, lakes, marshes, wooded areas, rock outcrops, power transportation poles and lines, gas lines, single trees with a diameter of eight (8) inches or more as measured three (3) feet above the base of the trunk, and any other significant existing features;
4. Delineation of topography of subject property with contour intervals of not more than two (2) feet and supplemental of one (1) foot in extremely flat areas, the data for which shall be derived from the fifth general adjustment of 1929;
5. The location, right-of-way width, dimensions and names of existing or dedicated streets or other public lands, permanent buildings and structures, easements, section and corporate lines within the subject property and within a distance of one hundred (100) feet from the property boundaries;

6. Descriptions, reference ties and elevations of all benchmarks;
7. Location of all monuments existing at the time of the survey, and those which the surveyor shall have located at the corners of the subject property;
8. Reference to and relations of municipal, township, county or section lines to lines of the subject property by distances, angles, radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs; and
9. Boundary lines of adjoining property within one hundred (100) feet, identifying owners.

Site Plan (Construction Plans)

1. Boundaries with dimensions and angles and ties to Section Lines
2. Existing and proposed topography
3. Existing buildings on the site and within 100 feet;
4. Proposed buildings, additions or demolitions;
5. Existing and proposed curbs, curb cuts and driveways; curb and driveway cross-sections
6. Existing and proposed parking and loading facilities; parking lot cross-sections
7. Trash and waste storage facilities
8. Pedestrian circulation system with cross-section
9. Screening (fences, walls, landscaping, and berms) with construction details
10. Tabulation of pertinent site data to aid in evaluating compliance with zoning requirements

Lighting Plan (Construction Plans)

1. Location of all exterior lighting fixtures
2. Illumination pattern and data on lighting fixtures
3. Details of lighting fixtures
4. Relationship to lighting on abutting properties

Drainage Plan (Construction Plans)

1. Existing and proposed drainage facilities
2. Calculations to determine sizing of pipes, structures and water storage areas.
3. Gradients and invert elevations of surface drainage and pipes
4. Erosion control measures
5. Storm drainage easements

Utilities Plan (Construction Plans)

1. Existing and proposed sanitary sewer and water systems
2. Elevations, gradients and sizing of all components
3. Utilities easements

Landscape Plan (See "Landscape Plan" procedures and Design Requirements)

1. Location, size and species of all proposed plant materials
2. Locations, size and species of all existing plant materials over 4" in diameter proposed to satisfy landscape requirements
3. Table of plant materials
4. Planting details

Signage Plan (See "Sign Permits" procedures for Submission and Design Requirements)

1. Location of all signs - wall mounted signs shall be shown on building elevations - with setbacks
2. Diagrams of sign copy with dimensions and color
3. Dimensions of all signs including sign structures and mounting systems
4. Height of all signs
5. Sign illumination system
6. Structural Plans showing materials, fabrication and mounting system

Building Plans (Construction Plans)

1. Elevation drawings, sections or illustrations indicating the architectural treatment of all proposed buildings and structures
2. Floor plans of all proposed buildings and structures;
3. Type of use, number of employees, users or occupants expected;
4. Type, location and treatment of exterior mechanical devices, such as vents, exhaust fans, air conditioners and elevators;
5. Type of exterior building materials;
6. Exterior colors of all building components;
7. Outline specifications.

Identification of all Variances is Required