

## PLANNING AND ZONING COMMISSION SITE PLAN REVIEW

APPLICANT

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

LOCATION OF PROPERTY (ADDRESS) \_\_\_\_\_

OWNER (attach additional info if needed)

Contract Purchaser

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

Fax

\_\_\_\_\_  
Phone

Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

LEGAL DESCRIPTION OF PROPERTY (other than address) \_\_\_\_\_

EXISTING ZONING \_\_\_\_\_

PROPOSED ZONING \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

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**FEES:** A non-refundable administrative fee of **\$100** shall be paid by the applicant or applicants. Applicants shall also submit a cash **deposit in the amount of \$500** for professional services and shall upon demand make an additional deposit for fees exceeding the amount or shall be refunded remaining deposit if charges are less.

### **SITE PLAN**

Three (3) copies of the proposed Site Plan drawn at appropriate scale shall accompany the application showing the following;

1. The Site Plan shall be of a scale not to be greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Commission can readily interpret the Plan and shall include more than one drawing where required for clarity.
2. The property shall be identified with proposed zoning classification, lot lines and location, including dimensions, bearings, angles and size, correlated with the legal description of said property. The Site Plan shall be designed and prepared by a qualified land planner, registered professional architect, engineer, or land surveyor. It shall also include the name and address of the property owner(s), developer(s), and designer(s) and their registration seal.
3. The Site Plan shall show the scale, north point, boundary, dimension, natural features such as woodlot, streams, rivers, lakes, drains, topography at least five (5) foot contours intervals when the terrain is irregular or drainage critical, contour interval shall be two (2) feet and similar features
4. The Site Plan shall show existing manmade features such as buildings, structures, easements, required setback, transition strip, high tension towers, pipe lines, exiting utilities such as water and sewer lines, etc., excavations, bridges, culverts, and drains and shall identify properties within one hundred (100) yards and their existing uses.
5. It shall show the location, proposed finished floor and proposed grade line elevations, size of proposed main and accessory buildings, the relation one to another and to any existing structures to remain on the site, and their height of all buildings and structures, as well as building elevations and materials proposed for the structures under construction.

6. It shall show proposed streets, driveways, sidewalks, and other vehicular and pedestrian circulation features within and adjacent to the site; also, the location, size and number of parking spaces in the off-street parking areas and the identification of service lands, service parking and loading zones, in conformance with the requirements set forth in Article 24.
7. It shall show the location and size of all existing utilities (public and private) serving the property as well as the location and size of all proposed utilities to serve the property. All necessary utilities (public and private), will be available, functioning, and usable at the time any stage of the project or the total project is ready for occupancy.
8. A Landscape Plan that meets the requirements of Article 24 "Landscaping and Screening Regulations", shall be included as part of the Site Plans submitted.
9. Any proposed alterations to the topography and other natural features shall be indicated including required storm water detention facilities.
10. The location, height, and intensity of all exterior lighting.
11. The location and screening proposed for all trash collection areas.
12. Depict flood hazard boundaries as shown on FEMA maps
13. Elevations of all sides of the proposed structures and materials proposed for construction, including fence material.
14. Any other information deemed necessary by the City Engineer, Building Official, Planning and Zoning Commission and/or Board of Aldermen.
15. Signature block for the City Engineer.
16. Show existing and proposed fire hydrants within on thousand (1,000) feet of the property.
17. All site plans will need to be reviewed and approval of the New Melle Fire District and appropriate School District

Note: All plans, architectural drawings, renderings or other materials or visual aids either submitted to the Commission or presented at their meeting shall become the property of the City and part of permanent record of any approval.

**CHECK LIST**

- Three (3) copies of the plan are provided. Additional copies for distribution to Planning and Zoning Commission and Board of Aldermen members will be requested upon review.
- Legal description of the property to be supplied electronically and a printed copy
- The applicant is required to appear before the Commission.

**Please Note:**

Prior to approval of a Building Permit, a Construction Site Plan must be reviewed and approved by the City Engineer. In addition, the appropriate Fire Protection District will need to review and approve the development.

Any signage to be placed on the subject property requires a separate Sign Permit.

Any business occupying the site requires approval of a Business License.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to the application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.**