



Site Plan Review Application Checklist

Site plan review is required for uses, other than for Agricultural uses in the A and RR districts and single-family attached and detached dwellings, prior to issuance of a building permit for new construction or additions to commercial buildings greater than 25 percent of the existing building footprint. Additional information may be found in Section 4-12 of the City Zoning Ordinance.

Required Materials Checklist

- Land Use Application
- Fees and Escrow
 - \$500 Application Fee
 - \$1,000 Escrow
- Certificate of survey drawn to scale of not more than one inch equals 50 feet and include the following information:
 - A correct boundary survey and legal description of the subject property
 - Depiction of all existing ecological features such as watercourses, lakes, wetlands, wooded areas, and rock outcrops
 - 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 100 feet from the property boundaries
 - Boundary lines of adjoining property within 100 feet, identifying owners
 - Site plan shall be drawn to scale of not more than one inch equals 50 feet and include the following information
- Site plan including the following information:
 - Boundaries with dimensions and angles and ties to section lines
 - Existing buildings on the site and within 100 feet
 - Proposed buildings, additions, or demolitions
 - Existing and proposed curbs, curb cuts and driveways, curb and driveway cross sections
 - Existing and proposed parking and loading facilities, parking lot cross sections
 - Trash and waste storage facilities
 - Pedestrian circulation system with cross section
 - Screening (fences, walls, landscaping, and berms) with construction details
 - Tabulation of pertinent site data to aid in evaluating compliance with zoning requirements, such as total impervious surface area
- If applicable, submit the following in accordance with the standards established in Section 4-12 of the City Zoning Ordinance
 - Building plan
 - Grading and drainage plan
 - Lighting plan
 - Utilities plan
 - Landscape plan

- Sign plan
- Other information as requested by Community Development staff

Review Process

- 1) The applicant(s) shall submit a completed application and all required site plan review materials to the City
 - 2) City staff shall review the application and forward a report and recommendation, including all conditions, to the Planning Commission.
 - 3) The Planning Commission shall review the submitted site plan review application and recommendation from staff and make a formal recommendation to the City Council. The recommendation from the Planning Commission shall include all conditions or modifications to the site plan review application.
 - 4) The site plan review application shall be placed on the City Council's regular meeting agenda for final decision.
 - 5) The City Council may remove, alter, or impose additional conditions to the site plan review application. A site plan review application shall receive a majority vote by the City Council for approval.
 - 6) In evaluating its recommendation and approval, the Planning Commission and City Council shall take into consideration the following:
 - a) Consistency with the City Comprehensive Plan.
 - b) Compliance with this Ordinance.
 - c) The preservation of the site in its natural state, to the extent practicable, by minimizing tree loss, soil removal, and grading.
 - d) The harmonious relationships between buildings, open spaces, natural site features, architectural details, and vehicular and pedestrian circulation.
 - e) The protection of adjacent and neighboring properties.
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