



## **Site Plan Application Procedure**

1. The deadline for submitting a complete application for a site plan approval is four weeks before the hearing date. Prior to submitting the final application, it is recommended that the applicant submit 2 draft copies of the application and map for review by the Zoning Administrator 10 days before the application deadline.

An application must be accompanied by the following:

- \$110 application fee
  - A map of the existing conditions of the property
  - A written description of the proposal
  - A proposed site plan
  - Complete application form
2. It is strongly suggested that the applicant attend the meeting. An attorney or agent may appear on your behalf. If the applicant cannot attend the meeting, the representative must be fully informed and able to answer questions pertaining to the proposal.
  3. The Plan Commission may decide on the application for site plan approval during the first meeting or may postpone a decision if additional information is needed.

If you have any questions, feel free to contact City Hall at 884-3341.

Date Draft Submitted _____
Date Application Submitted _____
\$110 Fee Paid _____

## Application for Site Plan Approval

Owner (must be the applicant) \_\_\_\_\_

Parcel Address \_\_\_\_\_ Parcel Number \_\_\_\_\_

Owner Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Zoning Classification of Parcel \_\_\_\_\_

The following items must be submitted with each application. Prior to submitting the final application, it is recommended that the applicant submit 2 draft copies of the application and map(s) for review by the Zoning Administrator 10 days before the application deadline.

- A. Written Description of the intended use describing in reasonable detail the:
1. Existing zoning district(s) (and proposed zoning district(s) if different);
  2. Natural Resources Site Evaluation Worksheet (per the Zoning Administrator);
  3. Current land uses present on the subject property;
  4. Proposed land uses for the subject property;
  5. Projected number of residents, employees, and daily customers;
  6. Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio;
  7. Operational considerations relating to hours of operation, projected normal and peak water usage (optional), sanitary sewer or septic loadings (optional), and traffic generation;
  8. Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Section 22.40 including, street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials. If no such nuisances will be created (as indicated by complete and continuous compliance with the provisions of Section 22.40), then the statement "The proposed development shall comply with all requirements of Section 22.40." shall be provided;
  9. Exterior building and fencing materials (Subsections 22.418 and 22.420);
  10. Possible future expansion and related implications for 1-10, above, and:
  11. Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

- B. Property Site Plan drawing (and reduction at 11" x 17") which includes:
1. A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project;
  2. The date of the original plan and the latest date of revision to the plan;
  3. A north arrow and a scale. Said scale shall not be smaller than one inch equals 100 feet;
  4. A parcel number of the subject property;
  5. All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
  6. All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
  7. All required building setback lines;
  8. All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;
  9. The location and dimension (cross-section and entry throat) of all access points onto public streets;
  10. The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this Chapter;
  11. The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;
  12. The location of all outdoor storage areas and the design of all screening devices;
  13. The location, type, height, size and lighting of all signage on the subject property;
  14. The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property -- including the clear demonstration of compliance with Subsection 22.407;
  15. The location and type of any permanently protected green space areas;
  16. The location of existing and proposed drainage facilities; and
  17. In the legend, data for the subject property:
    - a. Lot Area;
    - b. Floor Area and Floor Area Ratio (b/a);
    - c. Impervious Surface Area and Impervious Surface Ratio (d/a); and
    - d. Building Height.
- C. Detailed Landscaping Plan of the subject property, at the same scale as the main plan (and reduction at 11" x 17"), showing the location of all required bufferyard and landscaping areas, and existing and proposed Landscape Point fencing and berm options for meeting said requirements. The Landscaping Plan shall demonstrate complete compliance with the requirements of Section 22.60. (NOTE: the individual plant locations and species, fencing types and heights, and berm heights need to be provided.)
- D. Grading and Erosion Control Plan at the same scale as the main plan (and reduction at 11" x 17") showing existing and proposed grades, including retention walls and related devices, and erosion control measures per the following detailed requirements of the City of Edgerton Municipal Code.
- E. Elevation Drawings of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment shall also be submitted, with adequate labels provided to clearly depict exterior materials, texture, color and overall appearance. Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

Verification by applicant: I, \_\_\_\_\_, owner for which the site plan is sought, certify that the application and the above information is truthful and accurate to the best of my ability.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Consideration for Approval:    Granted _____ Granted with Conditions _____ Denied _____  _____ Date _____ Chairman, City of Edgerton Planning Commission
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