

Our Mission...

...to be responsible stewards of the public trust,
to strive for excellence in public service, and
to enhance the quality of life for all.



Site Plan Application

A submittal application is not official until all the following are delivered to and acknowledged by the City and the City issues a payment receipt.

- This application signed, with all information complete and complete.
- Documents in PDF (and DWG when applicable) format on one USB flash drive or in acknowledged email
 - A Site Plan, Landscape Plan, and Elevations
 - Preliminary engineering for utility and drainage
- Completed Site Plan checklist
- Filing Fee: \$250.00

Name of proposed development: _____ Plat or Replat needed: YES / NO

Address or Legal Description: _____

Acreage: _____ Current Zoning: _____ Proposed Use(s): _____

Name of Applicant: _____ Signature: _____

Address: _____

Phone: _____ E-mail: _____

Name of Property Owner (if not applicant): _____

Property Owner signature (if not applicant): _____

Name of Engineer: _____

Address: _____

Phone: _____ E-mail: _____

Office Use Only

Date Received: _____ P&Z Date: _____

Planner: _____ Engineer: _____

Amount Received: \$ _____ Receipt Number: _____

Ver 2019.9.9

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Site Plan Checklist



Following are informational requirements to be located on submitted plans. Each item should be located on the site plan, landscape plan, elevations, preliminary utility plan, or preliminary drainage plan as indicated or where appropriate. As part of the review process, additional information may be requested.

| On Plan | N/A | Requirement |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan, Landscape plan, and Elevations prepared by a registered engineer, architect, or landscape architect scaled for 24"x 36". |
| <input type="checkbox"/> | <input type="checkbox"/> | Show proposed development schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide info for the property owner, engineer, architect, surveyor, etc. with name, address, phone number, and email. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide date of drawing, graphic scale, north arrow, location map, and legend. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show the entire lot or site area with boundary dimensions, lot size, lot and block numbers, current zoning, and proposed use. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show adjacent property subdivision names, lot and block numbers, property lines, lot size zoning, and structures (if within 50 feet of property line). |
| <input type="checkbox"/> | <input type="checkbox"/> | List desirables met from Figures 4-7, 4-8, and 4-9 of the Zoning Ordinance on the Site plan, Landscape plan, and Elevations, respectively. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show building locations, footprints with dimensions, square footage, setbacks, residential proximity (if applicable), and lot coverage. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show building height, number of stories, and label all exterior building materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show the location, layout and dimensions of all off street parking, drives, ingress and egress points, fire lanes, access easements, rights-of-way, alleys, sidewalks, loading areas, turnarounds, and visibility triangles. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show the location of all existing and proposed utilities, easements, fire hydrants, drainage systems or storm water control elements and flood plain designation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location and plan for all free standing lighting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location and size of each landscape element, including overall lot coverage, size of proposed plant materials, including planters, sculptures and decorative screens, type of trash receptacle screening, and any existing trees over 6" caliper, indicating any removal and mitigation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location and dimensions of screen walls, fences, trash facilities, and free standing signs. |