



INSTRUCTIONS FOR FILING:

The following items must be submitted with the application at the time of filing in order for the request to be complete. **All completed applications must be filed forty-five days prior to the Planning and Zoning meeting with no exceptions.**

\_\_\_\_\_ Filing Fee

\_\_\_\_\_ Complete list of names and addresses of adjacent property owners within 300 feet

GENERAL INFORMATION ON SITE PLAN:

- name of project/development
- location of project/development by street address
- location map, including area within one-half mile of site
- name and mailing address of developer/owner
- name and mailing address of engineer/architect
- date of plan preparation
- north point indicator
- scale of not less than 1" to 100'
- utilities and utility rights-of-way easements
  1. electric
  2. natural gas
  3. telephone
  4. water
  5. sewer (sanitary and storm)
  6. cable television

SITE PLAN DATA:

- boundary line of property with dimensions
- location, identification and dimension of existing and proposed data:
  - a. topographical contours at a minimum interval of two feet to distance of 100; unless otherwise stated.
  - b. adjacent streets and street rights-of-way to a distance of 150'; except for sites adjacent to major arterial streets, where the distance shall be 200'
  - c. on-site street and street right-of-way
  - d. ingress and egress points
  - e. traffic flow, on-site
  - f. traffic flow, off-site

A Building Permit for your project cannot be issued until the Site Plan has been approved. At your option, you may submit construction plans to the Building Inspection Department to help expedite your receiving a Building Permit.

Following approval of the Conditional Use Permit, the applicant shall submit two (2) reproducible copies of the approved site plan (showing all revisions, if any) to be filed with the Zoning Administrator.

I acknowledge that the information I have given on this application and the accompanying Site plan to be true and accurate.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Property Owner (If  
other than Petitioner)

CONDITIONAL USE PERMIT APPROVAL

**Please provide a brief narrative of the proposed Conditional Use**

APPENDIX

SITE PLAN CHECKLIST

YES

NO

NA




Does the existing zoning allow the proposed use?

Existing Zoning: \_\_\_\_\_

Proposed Use: \_\_\_\_\_




Lot Size:

Required

Provided

Square Footage

\_\_\_\_\_

\_\_\_\_\_

Width

\_\_\_\_\_

\_\_\_\_\_

Depth

\_\_\_\_\_

\_\_\_\_\_




Street Access:

Yes

No





Setbacks:

Required

Provided

Front

\_\_\_\_\_

\_\_\_\_\_

Interior Side

\_\_\_\_\_

\_\_\_\_\_

Corner Side

\_\_\_\_\_

\_\_\_\_\_

Rear

\_\_\_\_\_

\_\_\_\_\_




Exterior refuse collection area shown and enclosed.




Landscaping Plan:

Yes

No

\_\_\_\_\_

\_\_\_\_\_

Symbols used to describe the plant types and locations.

\_\_\_\_\_

\_\_\_\_\_

Description of plant size.

\_\_\_\_\_

\_\_\_\_\_

Description of areas to be irrigated.