



Zoning Permit and Site Plan Informational Requirements

- (1) Application Form Information. The application form shall be completed by the applicant and contain, at minimum, the following information:
 - A. Applicant's name, address, telephone, and facsimile numbers.
 - B. Name, address, and telephone number of property owner, if different from applicant.
 - C. Location of the property by address, lot number, and tax identification.
 - D. Dimensions of land and total acreage.
 - E. Existing zoning.
 - F. Existing and proposed use of land and proposed structures and name of proposed development, if applicable.
 - G. Existing and proposed buildings to be constructed, including square feet of gross floor area, dimensions, location, and height and whether a structure is to be retained, removed, or altered.
 - H. Employment opportunities created, if applicable.

- (2) Site Plans. Site plans shall consist of an overall plan for the entire development in accordance with the following provisions:
 - A. Site plans shall be drawn to a scale of not less than one (1) inch equals twenty (20) feet for property less than three (3) acres, and one (1) inch equals forty (40) feet for property three (3) acres or more in size.
 - B. Site plans shall be on one or more sheets no greater than twenty-four (24) inches by thirty-six (36) inches in size and shall be clearly and legibly drawn. Two (2) identical, folded copies of the site plan shall be submitted.
 - C. The applicant shall also provide two (2) identical copies of a reduced site plan measuring eleven (11) inches by seventeen (17) inches and, if possible, an electronic version of plans.
 - D. Additional copies of the site plan may be requested by the Zoning Administrator.

- (3) Site Plan Descriptive and Identification Data. The following descriptive and identification information shall be included on all site plans:
 - A. Applicant's name, address, and telephone number.
 - B. Title block indicating the name of the development.
 - C. Scale.
 - D. North arrow point.
 - E. Dates of submission and revisions (month, day, year).
 - F. Vicinity sketch drawn to scale with north point, including location of the subject property in relation to the surrounding roadway system.
 - G. The boundary lines of the property, including bearings, dimensions, and a reference to a section corner, quarter corner, or a point which has been

established on a record plat. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.

- H. Names of all subdivisions and property owners and the location of all property lines within two hundred (200) feet of the property included in the site plan.
- I. Identification and seal of architect or engineer who prepared plan. The seal of a land surveyor may be accepted if the site plan involves no building or engineering. The seal of a landscape architect may be accepted on landscaping plans.
- J. Written description of the existing and proposed land uses.
- K. A time schedule which indicates the anticipating start and completion dates for construction. If the development is to be staged, indication shall be made as to how the staging is to proceed.
- L. Zoning classification of applicant's parcel and all abutting parcels.
- M. Proximity to section corner and major thoroughfares.
- N. Notation of any variances which have been or must be secured.
- O. Net acreage (not including rights-of-way) and total acreage, to the nearest one-tenth (1/10) acre.

(4) Site Data.

- A. Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within two hundred (200) feet of the site.
- B. Front, side, and rear setback dimensions.
- C. Existing grades and drainage systems with topographic contours not to exceed the following intervals: one (1) foot for zero (0) to six (6) percent slopes; two (2) foot for six (6) to eighteen (18) percent slopes; and five (5) foot for slopes over eighteen (18) percent.
- D. Location and associated dimensions of all existing and proposed streets, driveways, and sidewalks with directional indications for one-way streets and driveways. Design geometrics should be included.
- E. Location of existing drainage courses, floodplains (100-year floodplain as standard), lakes and streams, with elevations.
- F. Location of existing and proposed interior sidewalks and sidewalks in the right-of-way.
- G. The location, intensity, and orientation of all exterior building and site lighting.
- H. Landscape plan, including the location and description of all existing plant material to be removed or retained, as well as all proposed plant material. Information shall include the common and botanical names, sizes, and other remarks as appropriate to describe the plant material.
- I. Layout of off-street parking areas and indication of total number of spaces and typical dimensions of spaces.
- J. Loading/unloading location, area, and dimensions.
- K. Method of surfacing driveways, parking areas, and other vehicle maneuvering areas.
- L. Natural features such as wooded lots, streams, lakes, ponds, marshes and an indication as to whether they are to be retained, removed, or altered.
- M. Location and description of all easements for public rights-of-way, utilities, access, shared access and whether they will be retained, removed, or altered.

- (5) Building, Structure, and Site Details.
 - A. Location, height, outside dimensions, and gross floor area of all existing and proposed buildings or structures and an indication as to whether the buildings or structures are to be retained, removed, or altered.
 - B. Indication of the number of stories and number of commercial or office units contained in the building.
 - C. Building floor plans.
 - D. Location, size, height, method of lighting, and description of all existing and proposed signs.
 - E. Proposed fences and walls, including typical cross-section and height above the finished ground on both sides.
 - F. Front, side, and rear elevations of all proposed or altered structures. Elevations shall include sufficient detail to determine compliance with the requirements of this chapter. Elevations shall include any outdoor or roof-mounted mechanical equipment, such as air conditioning units, heating units, and transformers.

- (6) Information Concerning Utilities, Drainage, and Related Issues.
 - A. Schematic layout of existing and proposed sanitary sewers; water mains and water service leads; hydrants that would be used by public safety personnel to serve the site; storm sewers and drainage facilities, including the location of retention/detention facilities and identification of drainage areas influencing or influenced by the site; and the location of gas, electric, and telephone lines.
 - B. Soil erosion and sedimentation control measures, including those to be employed temporarily during on-site construction.
 - C. Proposed finish grades on the site, including the finish grades of all buildings, driveways, walkways, and parking lots.
 - D. Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable.

- (7) Non-Applicable Items. The Zoning Administrator may determine if any of the application requirements are not necessary or applicable to a specific site plan application. If any of the items listed are not applicable to a particular site, the site plan shall provide a list of each item considered not applicable, and the reason(s) why each listed item is not considered applicable.

- (8) Other Required Data. Other data may be required if deemed necessary by the Zoning Administrator or the Planning Commission to determine compliance with the provisions in this chapter. Such information may include traffic studies, market analysis, environmental assessments, condominium documents, and evaluation of the demand on public facilities and services.