

Planning



Department

SITE PLAN REVIEW APPLICATION

A site plan review is required for all new commercial buildings and commercial building additions as well as for any work relating to townhouses, duplexes, and multi-family residential buildings. A site plan review is also required when there is any proposed change to the parking areas, driveways, landscaping, or drainage on any properties other than parcels containing single-family homes. All work done on single-family homes or parcels containing single-family homes are exempt from this site plan review process and will instead require other types of permits. The submitted site plan shall include details of all parking areas, driveways, landscaping, drainage, buildings, lighting, and fencing being proposed on the parcel indicated below.

Parcel Number: _____

Address (If Applicable): _____

Subdivision Name (If Applicable): _____

Brief Description of Project: _____

In the fields below, please provide the best point of contact for the entity submitting this application and the respective site plan drawings. This may include any engineering firm hired to create the site plan, any person or group who hired that engineering firm, any person or group representing the landowner, any person or group paying for this application, or any combination of these.

Name of Person: _____

Name of Company: _____

Business Address: _____

Phone Number: _____

Email: _____

In signing below, I (we) confirm that I (we) own the land identified on this application and that the information in this application is true to the best of my (our) knowledge. Additionally, I (we) consent to the proposal being represented with this application.

Landowner Signature: _____

Printed Name of Landowner: _____

Phone Number: _____

Email: _____

Additional Landowner Signature (If Applicable): _____

Printed Name of Landowner: _____

Phone Number: _____

Email: _____

Additional Landowner Signature (If Applicable): _____

Printed Name of Landowner: _____

Phone Number: _____

Email: _____

Site Plan Review Fee Schedule:

- If amending an existing site plan with no proposed changes to any existing building: \$50.
- If site plan proposal includes constructing any new building, expanding any existing building, or modifying the exterior of any existing building: \$200 for the first 5 acres plus \$15 per each additional acre or fraction thereof.

Total Site Plan Review Fee: _____

FOR OFFICE USE ONLY

Payment Type: ___ Cash ___ Check ___ Card

Amount Paid: _____

Date: _____