

**FOR OFFICE USE ONLY**

Application #: \_\_\_\_\_

Floodplain #: \_\_\_\_\_

Date Received: \_\_\_\_\_ Zone: \_\_\_\_\_

Use:  Outright  CU Type 1  CU Type 2



**Site Plan & Design Review Application**  
**For all Multi-family, Commercial or Industrial Construction**  
**PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Applicant Name: \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Email \_\_\_\_\_

**PROPERTY DESCRIPTION**

Property address: \_\_\_\_\_

Map# Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot # \_\_\_\_\_

Present Zoning \_\_\_\_\_ Total Land Area \_\_\_\_\_ (Square Ft) \_\_\_\_\_ (acres)

Present Land Use \_\_\_\_\_

**PROJECT DESCRIPTION**

**Occupancy:**  Multi-family Residential  Commercial  Industrial  Other

New Construction  Addition  Accessory  Other

Sq. Ft. Bldg(s) \_\_\_\_\_ No. of Stories \_\_\_\_\_

Describe Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PROFESSIONAL SERVICES

Builder/Agent: \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Email \_\_\_\_\_

Architect/Designer/Engineer: \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Email \_\_\_\_\_

### REQUIREMENTS FOR ALL PLAN SETS SUBMITTED:

The applicant shall submit plans in accordance with the following:

1. All plans shall be submitted on sheets no larger than 24 inches by 36 inches.
2. Full size Electronic copies (PDF) of the full plan set is preferred. Two full-size copies of the full plan set may be required based on the complexity of the project. (Additional copies may be required if necessary for a public hearing).
3. One full set of plans shall be submitted on a sheet no larger than 11 inches by 17 inches.
4. All plans shall be at a scale sufficiently large enough to enable all features of the design to be clearly discerned.
5. Required plans may be combined onto a single sheet (i.e. Site and Landscape Plan) as long as all features of each plan may be clearly discerned.

### REQUIRED ITEMS TO BE SUBMITTED:

- Completed application form - *must be signed by the property owner and the applicant*
- Application Fee.
- Title Report or Subdivision Guarantee verifying ownership, *including legal description*
- Trip Generation Statement prepared by a professional transportation planner or equivalent. If over 200 ADT result, a Traffic Impact Analysis shall be required.
- Vicinity Map
- Preliminary Grading and Drainage Plan.
- Site Analysis Diagram which shall include the following (if applicable):
  - Location and species of existing trees greater than six inches in diameter when measured four feet above the natural grade (indicate which are to be removed).
  - Steep slopes, potential geological hazards or unique natural features that may effect the proposed development.
  - Contour lines measured at two foot intervals.
  - Natural drainage ways, depths of any ground water tables less than 12 feet, and any areas of surface water accumulations.
  - All buildings, roads, retaining walls, curb cuts and other manmade features, both existing and proposed.
  - Natural features, including trees, riparian habitat and stream channels and structures on-site or on adjoining properties that have or may have a visual or other significant relationship with the site and the proposed development thereon

- Site Development Plan which shall include the following (if applicable):
  - Project name, scale, legend and north arrow
  - Name of organization/individual who prepared site plan and date prepared
  - Legal description of property
  - Boundary dimensions of site area
  - Street names and locations of all existing and proposed streets, curbs and sidewalks within or adjacent to the proposed development
  - Zoning of each adjacent property
  - Location and dimensions of all proposed and existing structures
  - All required setback lines
  - Location of all building entrances
  - Parking and circulation areas
  - Service and storage areas
  - Locations and dimensions of any easements
  - Outdoor recreation areas
  - Pedestrian and bicycle circulation
  - Location of all exterior mechanical and utility equipment and trash enclosures
  - Lighting plan showing location, type and illumination of all exterior light fixtures
  - Location, size and method of illumination for signs (if proposed)
  - ADA accessibility provisions
  - Location, names, surface and right-of-way widths and improvement standards of all existing and proposed streets within or adjacent to the proposed development

- Landscape Plan which shall include the following (if applicable):
  - Areas to be left as undisturbed natural vegetation
  - Areas to be landscaped, identifying type of landscaping and total area
  - Size, species and locations of plant materials to be retained or placed on the site
  - Layout of irrigation system
  - Location and design of proposed fencing and retaining walls
  - Location of and method of screening for trash enclosures, exterior mechanical equipment and utility equipment
  - Location and design details of walkways, plazas and other common areas

- Written Summary of Project this shall include the following\*:
  - Area of project site
  - Square footage and height of each proposed structure
  - Area and percent of lot coverage by structures, parking/driveway, recreation areas, storage/service areas and landscaping
  - Total number of parking spaces and area of impervious surface
  - Total square footage of all landscape areas
  - Residential projects: total number of dwelling units
  - Specific use for each existing and proposed building on the site

\*Note: a written summary is generally included on the Site Plan

- Architectural Drawings - a sketch of the project shall include the following:
  - Floor plans for all floors of proposed building(s)
  - Exterior elevations of every exterior wall surface showing building heights, windows, doors, exterior light fixtures, stairways, balconies and all other architectural details
  - Details of materials, colors and textures. Samples are encouraged and may be required depending on the size, location and visibility of the project.
  - Location and type of all exterior light fixtures, including level of illumination
  - Location, size and method of illumination of all exterior signs (if proposed)
  
- Additional Information - at the discretion of the Planning Department, the following materials/information may be required prior to the application being deemed complete:
  - Engineered Fire Flow Analysis
  - Flood Elevation Certificate
  - ODOT Access Permit(s)
  - Traffic Impact Analysis
  - Water/Sewer Analysis
  - Property Survey
  - Site Photographs

By signing this application, the undersigned certifies that he/she has read and understands the submittal requirements of the City's land use code. **Please note:** If the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision the Planning Director may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.

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

Property Owner: \_\_\_\_\_ Date \_\_\_\_\_  
Signature

**Please note: additional and/or revised information may be required by the Planning Department prior to the application being deemed complete.**