Department of City Planning
Minor Site Plan Review Application (Effective May 1, 2019)

Date__________________

Applicant/Authorized Agent:_________________

Address:________________________________________

Email:__________________ Phone Number:____________ Fax Number:____________

Developer’s Name:___________________ Property Owner:_________________________

Developer’s Email:_________________ Developer’s Phone____________________________

Project Summary:

Site Plan Title:________________________

Description of Project_______________________________________________

Address/Location_______________________________________________

Proposed/Existing Use:________________________ Number of Dwelling Units:___________

Project Area:____________Area of Land Disturbance:____________ Building Area:___________

Submittal Checklist:

 o One (1) Digital Copy of the Site Plan including:
   o The requirements of Article 2.4.19 of the Zoning Ordinance including the Landscape Plan, Photometric Lighting Plan, and other plans as required during a pre-submittal meeting.
   o Project Summary/Narrative that summarizes all pending or granted actions from City Council, Commissions, or Boards and any previous discussions or agreements with departments or reviewers.
   o Stormwater Calculations
   o Utilities Calculations/Checklists
   o Fire Flow Calculations (ISO and IFC)

 o Two (2) folded copies of the Site Plan

 o Review Fee: Minor site plan: $95

Applicants Signature:___________________________________________________________

I have reviewed my submittal package and all information, to the best of my knowledge, is complete. I understand that if parts of the package are incomplete, review times may be extended or submittals may be denied for review.