

MINOR SITE PLAN (SPMN) APPLICATION

PROJECT NAME (Please Print): _____

PROPOSED PROJECT USE: _____

CORRESPONDING PRE-APPLICATION CONFERENCE PROJECT NAME AND CDPLUS ASSIGNED FILE NUMBER (IF ANY): _____

PROJECT#: _____ SP-MI- _____ - _____ - _____

OWNER: (PLEASE PRINT)

AGENT (PLEASE PRINT)

NAME

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

PHONE NUMBER

PHONE NUMBER

EMAIL ADDRESS

EMAIL ADDRESS

CONTACT PERSON

CONTACT PERSON

SIGNATURE OF OWNER OR AGENT

PROJECT ENGINEER: (PLEASE PRINT)

PROJECT SURVEYOR: (PLEASE PRINT)

NAME

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

PHONE NUMBER(s)

PHONE NUMBER(s)

EMAIL ADDRESS

EMAIL ADDRESS

CONTACT PERSON

CONTACT PERSON

*Proposed project use for zoning district is (circle one) PERMITTED ADMINISTRATIVE PERMIT

*AMOUNT OF NEW IMPERVIOUS SURFACE: _____

*SITE ADDRESS: _____

*SITE TAX PARCEL ID#(s): _____

*IS ALL OR A PORTION OF PROJECT IN ENVIRONMENTALLY SENSITIVE AREA AS DESIGNATED ON THE COMPREHENSIVE PLAN OR ADDRESSED IN A PRE-APP CONFERENCE? YES NO

*ZONING: _____ FLUE: _____

*TOTAL (GROSS) ACREAGE OF PARCEL: _____

*AREA OF DEVELOPMENT (NET) ACREAGE: _____

*PROPOSED CHANGES TO EXISTING DEVELOPMENT (IF APPLICABLE):

A. NUMBER OF UNITS: FROM _____ TO _____

B. DENSITY FROM _____ UNITS PER ACRE TO _____ UNITS PER ACRE

*USES BY SQUARE FEET GROSS BUILDING AREA RESULTING FROM MODIFICATION (E.G. RETAIL; 5,000)

USE: _____ SQ. FT.: _____

USE: _____ SQ. FT.: _____

USE: _____ SQ. FT.: _____

USE: _____ SQ. FT.: _____

****Please Complete Minor Site Plan Submission Checklist****

<u>MATERIAL</u> (note N/A where applicable)	YES	NO
Fee - \$650.00	_____	_____
Completed Site Plan Application Form	_____	_____
Ten (10) Plan Sets (24" x 36")	_____	_____
Written response to pre-application staff comments	_____	_____
Two (2) <u>Sealed</u> Site Surveys	_____	_____
Two (2) aerials of site with project overlaid, showing surrounding 200 feet	_____	_____
Two (2) Copies of the Owner's Deed	_____	_____
Letter of Authorization (if applicant is not owner)	_____	_____

One (1) copy of drainage calculations (may be listed on site plan)	_____	_____
Completed Tree Removal Permit Application <u>OR</u> Noted as "N/A" <u>OR</u> Noted as will apply 10 days prior to site plan release	_____	_____
Completed Land Clearing Permit Application <u>OR</u> Noted as "N/A" <u>OR</u> Noted as will apply 10 days prior to site plan release	_____	_____
Written Statement & Photograph of Posted Sign (Needed if Planning & Zoning Approval Required)	_____	_____

ADVISORY NOTE: If a building expansion or change to a more intense use is proposed, then concurrency may be required. Concurrency involves a two (2) week application process and payment of impact fees. Check with the reviewing current development planner to find out if concurrency is required. For projects requiring concurrency, no building permit can be issued until the applicant obtains a concurrency certificate.