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APPLICATION for SITE PLAN REVIEW

Name of Business / Project: _____

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Developer / General Contractor: _____

Address: _____

Phone: _____ Email: _____

Architect: _____

Address: _____

Phone: _____ Email: _____

Engineer: _____

Address: _____

Phone: _____ Email: _____

Surveyor: _____

Address: _____

Phone: _____ Email: _____

Property Description:

Property Address:

A. Tax Parcel No.: _____ Lot Size: _____ Zoning District: _____

B. Tax Parcel No.: _____ Lot Size: _____ Zoning District: _____

C. Tax Parcel No.: _____ Lot Size: _____ Zoning District: _____

D. Tax Parcel No.: _____ Lot Size: _____ Zoning District: _____

(If additional parcels, please attach as separate sheet)

The property is currently: Developed: _____ Undeveloped: _____

Current Use of Property (provide detailed description):

Overlay Districts:

Is project intended for Q-1 Quarrying Overlay? Yes _____ No _____

If yes, development shall comply with Chapter 17.3.12 of the Zoning Ordinance.

Is project located within Highway Commercial Overlay? Yes _____ No _____

If yes, development shall comply with Chapter 17.3.13 of the Zoning Ordinance.

Is project located within Critical Areas Overlay? Yes _____ No _____

If yes, development shall comply with Chapter 17.3.14 of the Zoning Ordinance.

Plan of Operation:

Physical Dimensions: Structures shall be labeled on site plan as 'Structure A', 'Structure B', 'Structure C', etc. Existing structures shall be listed before proposed structures. If additional structures are present or proposed, please attach as separate sheet.

Structure A:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Structure B:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Structure C:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Structure D:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Are additional structures present? Yes: _____ No: _____

If yes, please provide height, ground floor area, total floor area, and purpose and use as separate attachment.

Employees:

Current No. Employees: _____ Proposed No. Employees: _____

Parking:

Total area all parking: Current: _____ Proposed: _____

Parking lot construction: Paved: _____ Gravel: _____ Grass: _____

Other (please describe): _____

Number of parking spaces: Current: _____ Proposed: _____

Barrier-Free parking spaces: Current: _____ Proposed: _____
(Barrier-Free parking spaces shall be in addition to minimum required parking spaces)

Parking facilities and required landscape buffers shall be shown and described on the Parking and Loading Plan.

Days / Hours of Operation:

Mon-Fri: _____ Sat: _____ Sun: _____

Open at: ____:____ Close at: ____:____ 24 hr. _____

Exterior:

Will there be outside storage: Yes _____ No _____

If yes, what will be stored and where: _____

Application Checklist:

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. Please complete the checklist in full by using one of the following symbol codes.

- | | |
|------------------------|------------------------------------|
| ✓ Shown on Site Plan | ○ Included with Application Packet |
| - Appears Inapplicable | ? Cannot Determine if Required |

| Code | Site Plan Application Submittal Requirements |
|------|--|
| | Site plan drawn to a recognized engineering scale. |
| | Scale of drawing, north arrow, and site size information (area in sq. ft. or acres). |
| | Existing and proposed topography shown at contour intervals of two ft. or less. Topography shall extend no less than 40 ft. onto adjacent property. |
| | Total number and location of parking spaces. |
| | All building and yard setback lines. |
| | Existing floodplains, wetlands, and shoreland zones. |
| | The type, size, and location of all existing and proposed structures with all building dimensions shown, labeled as required under 'Plan of Operation' on page 3 of this Application. |
| | Existing and proposed street names, rights-of-way, and widths. |
| | Existing and proposed easements for and locations of all utility lines, including sanitary sewers, water mains, storm sewers, other drainage facilities and features, communications lines, electrical lines, natural gas lines and other utilities present on and around the site, as applicable. |
| | Proposed stormwater management facilities, including detention/retention areas. |
| | Proposed location and type of all signs to be placed on the site. |
| | Location and type of all outdoor lighting. |
| | Existing isolated, individual trees and the boundary of woodlands. |
| | Landscape plan with the location, extent, and type of proposed plantings, compliant with Chapter 17.4.11 of the zoning ordinance. |
| | Location of pedestrian sidewalks and walkways, and bicycle lanes or paths. |
| | Scaled architectural plans, color building elevations, and color perspective drawings and color sketches illustrating the design and character of proposed structures. |
| | Samples of all exterior building materials and colors. |

Additional Information:

Additional plans and data may be required when determined by the Zoning Administrator to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous. Additional information, if applicable, shall be included as an attachment to the Application.

Other Permits:

The information, data, and plans required in this Application, and the approval, conditional approval, or denial of said Application, are specific to the Zoning Ordinance. Additional approvals may be required under the Building Code.

Prohibited Structures:

As per Chapter 17.2.04(H) of the Town of Hortonia Zoning Ordinance, the following structures are prohibited for use as Temporary Structures:

‘Portable storage facilities including shipping containers, portable on demand storage (PODS), store and move (SAM) containers, buses, heavy-duty trucks and their bodies, semi-trailers, freight containers, mobile homes, recreational vehicles and trailers, and any other similar items which are no longer in use for their designated purpose.’

Completeness of Application:

An incomplete Application or Application Packet lacking all required information will not be accepted.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Owner Signature: _____ Date: _____

Application Fee:

The Application Fee for a Zoning Change is \$100.00. The Application shall not be accepted until the Application Fee has been paid.

Review and Administration Fee:

The Applicant shall pay a fee equal to the actual cost to the Town for all legal, engineering and planning work incurred by the Town in connection with proposed developments, permits and other matters pertaining to zoning review. Engineering work shall include the preparation of construction plans and standard specification. The

Town Engineer may permit the Applicant to furnish all, some or part of the required construction plans and specifications, in which case no engineering fees shall be levied for such plans and specification. Planning work may include concept plan and review, conditional use review, and other work as directed by the Plan Commission.