



APPLICATION FOR SITE PLAN REVIEW

DATE OF APPLICATION: _____ APPLICATION #: _____

PROJECT ADDRESS: _____

APPLICANT INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Email Address: _____

Property Interest of Applicant: ☐ owner ☐ Renter/Lessee ☐ Other_____

PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION):

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Email Address: _____

DESCRIPTION OF PROPERTY

Street Address or Location: _____

Parcel Locator #: _____ Zoning Classification: _____

PURPOSE OF SITE PLAN REVIEW APPLICATION (CHECK ALL THE APPLY)

☐ Buildings, Structures and Uses Requiring Site Plan (Section 400.585)

☐ New Construction of: _____

☐ Exterior Modifications to: _____

☐ Conditional Use Permit (C.U.P.) Application (per Section 400.670)

☐ Motor Vehicle Oriented Business (M.V.O.B.): _____

☐ Place of Worship: (Identify): _____

SITE PLAN REQUIREMENTS: (Check **EACH** item upon satisfaction thereof)

- ☐ Map scale selected with range of 1" = 200' (minimum) to 1" = 20' (maximum) with drawing(s) of such accuracy and clarity that P&Z can readily interpret the site plan.
- ☐ Map identified by lot lines and location, including dimensions, etc., correlated with legal description of property included on, or attached to, Site Plan(s).
- ☐ Name, address & seal (as applicable) of qualified land planner and/or registered professional architect, engineer or land surveyor who designed and prepared the site plan; also name and address of owner(s), developer(s) and designer(s).
- ☐ Map scale, north point, boundary dimensions, natural features (e.g. streams, ponds, etc.), manmade features (e.g. buildings/structures, easements, high tension towers, pipelines, utilities including water/sewer lines etc.) and adjacent properties within 100 yards of site and their existing land uses.
- ☐ Existing topography and finished grade line elevations at two-foot (2') contour intervals; also finished floor elevation of all buildings/structures.
- ☐ Dimensions (H x W x D) of proposed principal/accessory buildings/structures and existing buildings/structures to remain and distance of each to nearest adjacent property line.
- ☐ Existing and proposed vehicular/pedestrian circulation features within and adjacent to the site; also, location, size and number of parking spaces in off-street parking areas and identification of service islands, service parking, and loading zones (See Article 7).
- ☐ Location and size of all existing and proposed public/private utilities serving or proposed to serve the property, including statement that all necessary utilities will be available, functioning and usable at time of occupancy.
- ☐ Proposed landscape plan (See Section 400.450).
- ☐ Architectural elevations of all proposed buildings and structures, including construction material schedule and floor plans for each.
- ☐ Location, height and intensity of all existing and proposed exterior lighting, including a photo metric plan, a graphic and catalog reference describing the proposed lighting standards.
- ☐ Location, type and nature of screening for all trash collection areas.
- ☐ Privacy fencing/screening (if site abuts residential zoning).
- ☐ Proposed storm water drainage plan, including retention basins.
- ☐ Other information deemed necessary by the Commission.

NOTE: All plans, or other materials submitted to the Planning and Zoning Commission in the Application or presented at the Public Hearing become the property of the City as part of the permanent record.

NOTICE TO APPLICANT

Application is hereby made for Site Plan Approval of the proposed land use/development submitted for review as shown and described on this form and all accompanying plans/maps, documents, drawings and other visual aids.

I hereby certify that I am the owner in fee or acting as the owner's authorized agent. I hereby certify that all information provided is true and correct. I as owner / as owner's Agent agree to fully abide by all City of Overland ordinances, standards, codes and conditions in constructing this project.

<i>Signature of Applicant</i>	<i>Signature of Owner</i>	<i>Signature of Property Owner</i>
<i>Print Name of Applicant</i>	<i>Print Name of Owner of Business</i>	<i>Print Name of Owner</i>
<i>Date</i>	<i>Date</i>	<i>Date</i>

(NOTE: Out of State Signatures must be notarized)

NOTE: ALL SIGNATURE(S) MUST BE NOTARIZED.

Subscribed and sworn before me personally appeared _____ this _____
day of _____, 20____.

Notary

FOR DEPARTMENT OF COMMUNITY DEVELOPMENT USE ONLY		
PROJECT ADDRESS: _____		
Date Received: _____	Application #: _____	
Fee Amount: _____	\$250.00	Date Paid: _____
Approved: _____	Denied: _____	Date: _____
P&Z Hearing Date: _____		
City Council Hearing Date: _____		