

Fee: \$300 plus \$100 per hr over 3 hours. Parcels over 1 acre require \$700 escrow with application.

OFFICE USE ONLY



Date Rec'd _____
Fee Rec'd _____
Receipt # _____
Hearing date _____

Site Plan Review Application

Applicant's Name _____ Email _____ Telephone Number _____

Applicant's Address _____ City, State _____ Zip Code _____

Property Owners (if different from the Applicant)

Name: _____ Telephone: () _____

Does the title holder know of this application and consent to its submittal? Yes No

Property Address: _____

80- _____ - _____ - _____ Parcel ID Number _____ Parcel Size (acres) _____ Zoning District _____

Legal Description: _____

Proposed use of the property: _____

Are there any plat restrictions or easements? If so, please explain _____

Number of structures _____ Area of structures _____ Number of housing units _____

Applicant's standing (interest) in the site (check one):

Property Owner Purchaser Tenant/Lessee Other Interest

Fee: \$300 plus \$100 per hr over 3 hours. Parcels over 1 acre require \$700 escrow with application.

Why is a site plan is required for this project?

- Construction of a new building other than a single or two-family residence or a building that is accessory to such a use.
- Construction of an addition of 1,000 S.F. or greater to a building other than a single or two-family residence or buildings accessory to them
- Construction, use or establishment of a parking or storage area or expansion of existing parking lots of one thousand (1,000) square feet or more or ten (10%) percent over 12 months whichever is less.
- Special Land Use
- Substantial change in use or class of use
- The erection of, or addition to, any major utility service facilities, including towers, substations, pump stations or similar facilities.

In addition to this application, you must submit 11 copies of the site plan along with drawings or sketches of the exterior and elevations, and/or perspective drawings of the building or structures under consideration. Planning Commission meetings are typically held the first Thursday of each month. Village Council meetings are typically held the second and fourth Monday of each month. Approved site plans shall commence construction within a period of 12 consecutive months after date of approval by the Village Council or the site plan shall be deemed expired.

Certification

I, the undersigned, acknowledge that approval of this site plan by the Paw Paw Village Council constitutes and agreement with the Village of Paw Paw and all improvements and obligations indicated herein shall be completed in a good and workmanlike manner, acceptable to the Village, within the times specific by ordinance.

I certify that all statements made above and in attached documents submitted to the Village of Paw Paw related to this application are true and accurate to the best of my knowledge and that if found to be in error, any decision of the Village based upon the contents of this application may be void.

Owner/Agent Signature

Date

Fee: \$300 plus \$100 per hr over 3 hours. Parcels over 1 acre require \$700 escrow with application.

Site Plan Requirements Checklist

The following information shall be included on the site plan:

- A scale of not less than one inch equals 40 feet, if the subject property is less than three acres, and one inch equals 100 feet if it is three acres or more.
- Date, north point and scale.
- The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
- The siting of all structures, including outside mechanical equipment, on the subject property and abutting properties.
- The location of each proposed structure in the development area, the use to be contained therein, the number of stories, gross building areas, distances between structures and lot lines, setback lines, and approximate location of vehicular entrances and loading points.
- The location of all existing and proposed drives and parking areas with the number of parking and/or loading spaces provided.
- All pedestrian walks, malls and open areas.
- Location, height, and material of all walls, fences and screen plantings, including a general plan for the landscaping and/or screening of the development and the method by which the landscaping and/or screening is to be accomplished and maintained.
- The location and right-of-way widths of all abutting streets.
- Types of surfacing, such as paving, turfing or gravel to be used at the various locations.
- A storm water disposal plan including a grading plan with topographic elevations of the site and surrounding area, showing the proposed method of storm water disposal, and providing design criteria and calculations in accordance with criteria identified in subsection 42-402(3)q.
- Size and location of proposed sewer and water lines and connections.
- The number of proposed units (for multiple-family developments).
- Significant environmental features such as wetlands, shoreline, streams, woodlots, existing trees and vegetation.
- Information as may be required by the planning commission and village council to assist in the consideration of the proposed development.
- The location, type and intensity of proposed exterior lighting.
- Storm drainage controls must be provided to maintain groundwater discharge, prevent flooding and minimize the potential for pollutants to enter waterways. For the first flush calculation, if on site retention (detention or infiltration) is proposed, storm water (capacity) retention is required in the amount of 1,815 cubic feet per impervious acre which is equivalent to 0.5 inch of runoff per impervious acre. A minimum volume of 550 cubic feet shall be retained for sites less than 0.3 acres of impervious surface. For storm water which is to be directed off site, detention must be provided with a 25-year storm event, volume to be released at 0.15 cubic feet per second per contributing catchment acre

