

HANDY TOWNSHIP

Revised 3/1/2017

APPLICATION FOR SITE PLAN REVIEW

Site Plan Review Fee: \$1,100.00

File No. _____

Property Tax Code No. 4705 - _____ - _____ - _____

Date: _____ / _____ / _____

Owner's Name _____

Phone No. (_____) _____ - _____

Address _____
Last First Title
Street City State Zip Code

Square Footage of Building: _____ sq. ft. Current Zoning District: _____

Attach a completed land use application. Attach 4 copies of the site plan drawings at least thirty (30) days prior to the next scheduled Planning Commission meeting. The Site Plan is to contain the following information, or the drawing submitted under the Land Use permit can be utilized if it also contains the following information and is accurately drawn to scale.

I. Application Procedures.

- a. An application for Site Plan Review shall be submitted at least thirty (30) days prior to the next scheduled Planning Commission meeting through the Zoning Administrator...
b. A copy of the site plan shall be forwarded by a Zoning Administrator to other agencies, departments, or consultants as appropriate such as fire, police, road commission, drain commissioner, planning and engineering.
c. Review comments shall be submitted by such departments and consultants to the Zoning Administrator for consideration prior to the meeting at which the request is to be considered.
d. An application for Site Plan Review shall consist of the following:
(1) A completed application form, as provided by the Township.
(2) Four (4) copies of the Site Plan, as well as an Electronic Copy.
(3) Payment of a fee, in accordance with a fee schedule, as determined by Township Board resolution.
(4) A legal description, including the permanent parcel number, of the subject property and a boundary survey map.
(5) Other materials as may be required by this application, Section 15.1 of the Zoning Ordinance or otherwise required by the Zoning Administrator or Planning Commission.

2. Site Plan Requirements.

Site Plans shall be professionally prepared by a registered engineer, surveyor, architect, landscape architect, or community planner to a scale of not more than one (1) inch equals one hundred (100) feet (1"= 100') showing the existing and proposed arrangement of the site and shall include the following:

- a. Small scale sketch of properties, streets and use of land within one quarter (1/4) mile of the subject property.
b. Existing adjacent streets and proposed streets and existing curb cuts within one-hundred (100) feet of the property.
c. All lot lines with dimensions.
d. Parking lots and access points.
e. Proposed buffer strips or screening.
f. Significant natural features; and other natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, flood plains, hills, and similar natural assets.
g. Location of any signs not attached to the building.
h. Existing and proposed buildings, including existing buildings or structures within one-hundred (100) feet of the boundaries of the property.
i. General topographical features including existing contours at intervals no greater than two (2) feet.
j. Number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives, and open space.
k. Dwelling unit densities by type, if applicable.
l. Proposed method of providing sewer and water service, as well as other public and private utilities.
m. Proposed method of providing storm drainage.
n. Written description of the computation for required parking.
o. Name, address, and phone number of the applicant.
p. Name, address, phone number, and professional seal of the individual responsible for preparing the plan.
q. Building envelope on all lots or parcels.

3. The Planning Commission shall review the Site Plan, along with any comments submitted by agencies, departments or consultants, and make such recommendations to the applicant that will cause the Plan to be in conformance with the review standards required by the Zoning Ordinance. To this end, the Commission may request from the applicant any additional graphic or written materials, prepared by a qualified person or persons, to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to aerial photography, photographs, traffic impact studies, impact on significant natural features and drainage, soil tests, and other pertinent information.

4. The Planning Commission shall approve, deny, or approve with conditions, the site plan based on the requirements of the Zoning Ordinance, and specifically the standards of Section 15.1D of the Zoning Ordinance. The Planning Commission as a condition of approval may set a performance guarantee pursuant to Section 2.30 of the Zoning Ordinance entitled "Performance Guarantees."

5. No petition submitted for Site Plan review which has been denied, shall be resubmitted for a period of one (1) year from the date of denial, except as may be permitted by the Planning Commission after learning of new and significant facts or conditions which might result in a favorable action upon resubmittal.

Applicant to initial the following statements to show he has been advised of and understands the following restrictions and time parameters.

- 1. No grading, removal of trees and other vegetation, landfilling, or construction of improvements shall commence for any development which requires site plan approval until the same is approved by the Planning Commission.
2. Applicant acknowledges that the Site Plan approval shall expire one year following the date of approval unless construction has begun in accordance with the plan.
3. Applicant acknowledges that a decision of the Planning Commission can be appealed to the Zoning Board of Appeals within 21 days from the date of the decision of the Planning Commission.
4. Applicant is responsible for contacting the Zoning Administrator and requesting the necessary inspections.
5. Applicant acknowledges that any improvement not in accordance with the approved Site Plan shall be deemed in violation of the ordinance and be subject to the penalties of the ordinance.
6. Applicant acknowledges that development of a condominium project will also adhere to Section 2.26 of the Zoning Ordinance.

Signature of Owner _____ Date _____ / _____ / _____

BELOW THIS LINE FOR TOWNSHIP USE ONLY

Planning Commission Decision

Approved/Denied _____ Date _____ / _____ / _____

Reason for Approval/Denial _____