

FOR CITY USE

P.C. Date: _____
Date and Time Received _____
Received By: _____
Date Returned if Incomplete: _____
Returned By: _____
Revised Application Recd: _____
Received By: _____

SITE PLAN REVIEW REQUEST

NOTE TO APPLICANT:

The Roosevelt Park Planning Commission meetings are held on the fourth Monday of each month at 7 p.m. at the City Hall. All applications must be submitted **30 days** prior to the next regularly scheduled Planning Commission meeting to allow City staff sufficient opportunity to conduct an administrative review prior to submission to the Planning Commission. Any application received without sufficient time for City staff to conduct review will be held until the next regularly scheduled Planning Commission meeting. An application fee of \$100.00 must be paid at the time of application.

The Planning Commission has the right to request additional information from an applicant prior to making a decision regarding the site plan application. The Planning Commission may table or hold a request for a reasonable period of time until the requested information is provided. Applicants are expected to attend the Planning Commission meeting to explain their request and to answer questions or comments from the Planning Commission or others who may be present. All meetings of the Planning Commission are open to the public.

GENERAL REQUIREMENTS:

The Planning Commission will be reviewing the proposed development's site plan to ensure conformance with the City's guidelines and regulations. The purpose of this review is to protect the health, safety and welfare of Roosevelt Park's residents and to ensure the compatible, logical development of property. The criterion that may be used in performing this review is outlined in the City's Zoning Ordinance.

In order to process a request, the applicant must submit a completed application form with the detailed information specified in Chapter 9 of the City's Zoning Ordinance. Twelve (12) copies of the application and accompanying plans/details must be submitted. This information will be forwarded to the Planning Commission with notes and comments from the City staff regarding the City's review of the application.

After completing their review of the proposed site plan, the Planning Commission will take one of the following actions:

- They will approve the proposed site plan subject to the terms, conditions and restrictions outlined in the application;
- They will approve the proposed site plan with additional terms, conditions and restrictions as determined by the Planning Commission;
- The Planning Commission will deny the proposed site plan. An explanation for the Planning Commission's denial will be provided to the applicant.

Persons aggrieved by the decision of the Planning Commission may file an appeal to have the decision reviewed by the Roosevelt Park Zoning Board of Appeals. Application forms for the Zoning Board of Appeals are available at City Hall.

SITE PLAN REVIEW APPLICATION
REQUIRED INFORMATION:

I. Name of Applicant/Owner requesting Planning Commission Review and Opinion.

A. Applicant

1. Name(s)_____

2. Address(s)_____

3. Phone(s)_____

B. Owner of property if different than above.

1. Name(s)_____

2. Address(s)_____

3. Phone(s)_____

II. Location of Property – If a Specific Site is involved.

A. Parcel number, street name and number if assigned:

B. For final site plan review, a drawing(s) indicating the all of the following information shall also be submitted with the application (such drawing shall be to scale). For preliminary site plan review, not all of the items may be required:

1. Small scale sketch of an area within one quarter (1/4) mile of the subject property showing the property location;
2. Date of preparation/revision;
3. Name, address, and professional seal of the preparer;
4. The topography of the site at a minimum of five (5) foot intervals and its relationship to adjoining land;
5. Existing man-made features;
6. Dimensions of setbacks, locations, heights and size of buildings and structures, including the locations of existing buildings or structures within one-hundred (100) feet of the property;
7. Street rights-of-way, indicating proposed access routes, internal circulation, relationship to existing rights-of-way, and curb cuts within one-hundred (100) feet of the property;
8. Proposed grading;

9. Location, sizes, and type of drainage, sanitary sewers, water services, storm sewers, and fire hydrants;
10. Location, sizes, and type of fences, landscaping, buffer strips and screening;
11. Location, sizes and type of signs and on-site lighting, including information regarding lighting levels at the edges of the site;
12. Proposed parking areas and drives. Parking areas shall be designated by lines showing the individual spaces and shall conform with the provisions of the Zoning Ordinance on parking;
13. Any public and private easements;
14. Dimensions and number of proposed lots;
15. Significant natural features, and other natural characteristics, including but not limited to open space, stands of trees, flood plains, lakes and other significant natural features;
16. Building elevations.

C. You may also include photographs or other exhibits if you feel they aid in clarifying your request.

III. Nature of Request

A detailed description of the proposed project should be provided in the space below. Be very specific in describing the project, referring to applicable sections of the Zoning Ordinance when possible. The description should include a detailed timeline for the implementation of the project. Attach additional sheets if necessary.

IV. Basis for Approving the proposed site plan

In the space below, the applicant should outline how the proposed site plan complies with the standards for site plan approval. Attach additional sheets if necessary.

V. **Effect of Request on Other Properties**

1. If the site plan is approved, what effect will there be regarding the increased population density thus generated on available governmental facilities?

2. Will a substantial change be effected in the character of the neighborhood or will a substantial detriment be created for adjoining properties?

PROCESSING PROCEDURE:

- I. Upon completion of the above information and submission of the application and related materials and/or exhibits, the request will be scheduled to appear before the Planning Commission. This meeting will only be scheduled when it is found that your application is complete and all information is included.

- II. The Planning Commission will consider the request at their next scheduled meeting. The applicant will be given an opportunity to explain their request to the Planning Commission. It will be at the discretion of the Chair of the Planning Commission whether or not to allow or hear public comments or questions regarding the proposed site plan. The Planning Commission will consider all the information provided to them regarding the request. This will include staff reports and advisories. Once the Planning Commission has gathered all of the information necessary to make a decision, they may take the following actions:
 - A. Approve the proposed site plan subject to the terms and conditions set forth in the application.
 - B. Approve the proposed site plan subject to amended and/or additional terms and conditions they feel are reasonable and appropriate to maintain the public health, safety and welfare. This may also include financial or other guarantees that will ensure compliance with the stated terms of approval.
 - C. Deny the request as not being in the public interest and as being contrary to the basic spirit and intent of the Zoning Ordinance. An explanation for the denial will be provided to the applicant.
 - D. Table the request pending clarification of any additional problems or questions that may arise as a result of the proposed site plan.

ACKNOWLEDGEMENT AND CERTIFICATION:

It is hereby acknowledged that the applicant(s) has fully read and completed the above application. It is also understood that any approval of the Planning Commission involving site improvement use and/or construction does not relieve the applicant from obtaining other applicable authorization, (for example: site plan, building and safety and engineering approval, etc.).

The applicant(s) also understands that the submission of incomplete or inaccurate information will only result in delays.

Signature of Petitioner

Date

Signature of Petitioner

Date

Signature of Owner if different than petitioner

Date