



PLAN REVIEW SHEET

Applicant Information

Name of Applicant	
Address of Applicant	
Property Address	
Status/Zoning	
Reviewed By	
Date	
PC Meeting Date	

Site Plan Checklist

<input type="checkbox"/>	Ten copies submitted
<input type="checkbox"/>	The site plan presented is to be of minimum draftsman quality. A plot or sketch plan is unacceptable
<input type="checkbox"/>	The name, address and phone number of applicant.
<input type="checkbox"/>	Identification of present zoning.
<input type="checkbox"/>	A general written description of the proposed use of the development depicted in the plan.
<input type="checkbox"/>	The area of the parcel in question in square feet or acres.
<input type="checkbox"/>	The legal description of the site.
<input type="checkbox"/>	The property shall be identified by lot lines and location, including dimensions, angle and size of all lot and property lines to correlate with the legal description of the property. Such plan shall further show the relationship of the subject property to abutting property.
<input type="checkbox"/>	The site plan shall be of a scale of not less the 1" = 50' if the subject property is less than three (3) acres and 1" = 100' if three (3) acres or more.
<input type="checkbox"/>	Date, north point and scale.
<input type="checkbox"/>	The elevation of all finished floor grades.
<input type="checkbox"/>	The topography of site at 10' contours.
<input type="checkbox"/>	The height and square footage of all proposed and existing buildings together with the square footage of individual floor areas.
<input type="checkbox"/>	The location of all existing and proposed drives, parking areas and delivery/loading areas.
<input type="checkbox"/>	The location of site lighting, sidewalks, and signage, if any.
<input type="checkbox"/>	The location and right-of-way widths of all abutting streets and alleys.
<input type="checkbox"/>	Illustrate proposed open space, landscaping, screening, fencing, topographical changes, and other natural features.
<input type="checkbox"/>	Include copies of such earth change plans or permits as may be required by state law.
<input type="checkbox"/>	The location of surface water drainage and grading plan with storm water disposal on site, if there is no storm drainage.
<input type="checkbox"/>	Indicate applicant's intention to connect to public sanitary and water system or, if none, the location of proposed well and septic field and tank.
<input type="checkbox"/>	The location of screened opaque trash receptacles (minimum three (3) sides).
<input type="checkbox"/>	The names and addresses of the architect, planner, designer, engineer, or person responsible for the preparation of the site plan.

CITY OF SPRINGFIELD

SITE PLAN REVIEW

CODE OF THE CITY OF SPRINGFIELD

ZONING

Sec. 50-417. Site plan review (all districts)

1. A ***site plan** together with ten (10) copies are to be submitted for review by the Planning commission for approval of:

- a. Any use or development for which the submission of a site plan is required by any provision of this ordinance;
- b. Any development, except single-family and two-family residential, for which off-street parking areas are provided as required in section 50-406, off-street parking requirements;
- c. Any use in an RM-1, OS-1, B-1, B-3, I-1, I-2, PRD OR PDD District lying contiguous to, or across a street from a single-family residential district.
- d. Any use except single- or two-family residential which lies contiguous to a major thoroughfare or collector street;
- e. All residentially related uses permitted in single-family districts such as, but not limited to: churches, schools and public facilities.
- f. Building additions or accessory buildings shall not require planning commission review unless off-street parking in addition to that already provided on the site is required.

2. Every site plan submitted to the planning commission shall be in accordance with the requirements of this ordinance. No site plan shall be approved until the site plan has been reviewed by the building department in coordination with the public safety department, compliance with the standards of the respective departments. Site plans shall be submitted no later than fourteen (14) days prior to the Planning Commission meeting at which approval is sought. Incomplete site plans will not be considered. Site plan approval shall expire, and be of no effect, one hundred eighty (180) days after the date of issuance, thereof, unless within such time construction shall commence. Applicant may seek and obtain, at the Planning Commission's discretion, an additional 180 day extension upon application to the Planning Commission with suitable explanation. Should construction not commence prior to the extension deadline, the site plan is null and void.

3. The ***site plan** presented is to be of minimum draftsman quality. A plot or sketch plan is unacceptable. The following information shall be included on the site plan.

- a. The name, address and phone number of applicant;
- b. Identification of present zoning;
- c. A general written description of the proposed use of the development depicted in the plan.
- d. The area of the parcel in question in square feet or acres.
- e. The legal description of the site.
- f. The property shall be identified by lot lines and location, including dimensions, angle and size of all lot and property lines to correlate with the legal description of the property. Such plan shall further show the relationship of the subject property to abutting properties;
- g. The site plan shall be of a scale of not less than 1" = 50' if the subject property is less than three (3) acres and 1" = 100' if three (3) acres or more;
- h. Date, north point and scale;
- i. The elevation of all finished floor grades;
- j. The topography of site at 10' contours;
- k. The height and square footage of all proposed and existing buildings together with the square footage of individual floor areas;
- l. The location of all existing and proposed drives, parking areas and delivery/loading areas;
- m. The location of site lighting, sidewalks, and signage, if any;
- n. The location and right-of-way widths of all abutting streets and alleys;
- o. Illustrate proposed open space, landscaping, screening, fencing, topographical changes, and other natural features;
- p. Include copies of such earth change plans or permits as may be required by state law;
- q. The location of surface water drainage and grading plan with storm water disposal on site, if there is no storm drainage.

- r. Indicate applicant's intention to connect to public sanitary and water system or, if none, the location of proposed will and septic field and tank;
 - s. The location of screened opaque trash receptacles (minimum three (3) sides);
 - t. The names and addresses of the architect, planner, designer, engineer, or person responsible for the preparation of the site plan;
4. In the process of reviewing the site plan, the planning commission shall consider:
- a. The location and design of driveways providing vehicular ingress to and egress from the site; in relation to streets giving access to the site; and in relation to pedestrian traffic;
 - b. The traffic circulation features within the site; and location of automobile parking areas; and may make such requirements with respect to any matters as will assure:
 - (1) Safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets;
 - (2) Satisfactory and harmonious relationships between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods;
 - c. The planning commission may further require landscaping, fences and walls in pursuance of these objectives and same shall be provided and maintained as a condition of the establishment and the continued maintenance of any use to which they are appurtenant;
 - d. Marginal access roads shall be required in those instances where the planning commission finds that an excessive number of ingress/egress points may occur with relation to a major thoroughfare thereby diminishing the carrying capacity of the thoroughfare; and where a general plan showing the location of such marginal access roads has been approved by the city council.

Where marginal access roads are required the following conditions shall be met:

***Site plan is a detailed development plan, a sketch (concept) or plot plan (scale concept), is not accepted for Planning Commission review.**

(See pg CD50:91 of the Code of the City of Springfield)