

## CITY OF FLORENCE SITE PLAN REVIEW APPLICATION

Date: \_\_\_\_\_ Project Title: \_\_\_\_\_

Attached is a: Concept Plan \_\_\_\_\_ Site Plan \_\_\_\_\_ Revised Plan \_\_\_\_\_

<b>Applicant:</b>	<b>Plans prepared by:</b>
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Mobile: _____	Mobile: _____
E-mail: _____	E-mail: _____

**Site Information: (provide Legal Description on plan or separate document.)**

Location (911 Address) of Site: \_\_\_\_\_

Tax Assessor's Parcel No.: \_\_\_\_\_ Total site area (sq. ft/acres): \_\_\_\_\_

Zoning: Current: \_\_\_\_\_ Required: \_\_\_\_\_

Is any portion of the site located within the 100 year Flood Plain? \_\_\_\_\_ Yes \_\_\_\_\_ No

Attach Flood Plain Development Permit or date applied for: \_\_\_\_\_

**Proposed Use: (enter square footage of building and number of housing units.)**

Retail: \_\_\_\_\_ sq ft Professional: \_\_\_\_\_ sq ft Industrial: \_\_\_\_\_ sq ft

Multi-Family: \_\_\_\_\_ # housing units \_\_\_\_\_ sq ft of each unit

Place of Worship: \_\_\_\_\_ (sanctuary only)

Percentage and Total square feet of impervious surfaces: \_\_\_\_\_ Percentage \_\_\_\_\_ sq ft,

Storm water computations, together with existing and final grade contours on two (2) foot intervals should be attached to application.

Total square feet of landscaped area: \_\_\_\_\_ sq ft

Off-street Parking: \_\_\_\_\_ # spaces required \_\_\_\_\_ # spaces provided

Is a variance from ANY requirement requested: \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please attach a copy of submitted application.

Instructions: Complete all information as applicable, submit five (5) sets of the completed application and data to the zoning administrator at least fourteen (14) calendar days prior to the regular board of aldermen meeting. A representative familiar with your request is required to be present at any meeting at which your request is considered. A MEETING WITH THE ZONING ADMINISTRATOR (or HIS DESIGNEE) IS REQUIRED PRIOR TO FILING APPLICATION.

<b>Developer:</b>	<b>Contractor:</b>
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Mobile: _____	Mobile: _____
E-mail: _____	E-mail: _____

Application is hereby made to appear before the Site Plan Review Committee for the above described project:

I, (we) \_\_\_\_\_, holder(s) of legal title to the property, authorize the filing of this application.

Signature(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

City, State: \_\_\_\_\_

<b>For Office Use :</b>
Date Received: _____
Preliminary Conference: _____
Site Plan Review: _____
Comments Mailed: _____
Board Approval: _____

The following list is provided as a general list of design issues that should be addressed in developing a project which requires a site plan review. While the checklist attempts to be comprehensive in nature, it should not be used in place of the guidelines set forth in the Site Plan Review Ordinance. The checklist has been prepared to assist the developer know what the City will be looking for in review.

### **Checklist**

- One completed and signed application.
- A Legal description of the property.
- Submittal of five (5) sets of all required drawings (Site Plan, Utility Plan, Erosion Control Plan, Grading and Drainage Plan, Landscaping Plan and colored elevations).
- An architectural rendering, visual aids and samples of materials to be used.

### **General Requirements**

- Drawings shall be neat and clearly labeled.
- Each sheet should contain the name, address and telephone number of the firm preparing the plans, name of applicant, project location, scale, and date of preparation.
- All plans shall be drawn to standard engineering or architects scale of sufficient size to properly evaluate the project.
- All plan improvements (site, landscape, grading and drainage plans, and elevations) must be consistent with each other.

### **Presentation Materials**

- Examples of all exterior colors and textures of exterior building materials securely mounted on a "foamcore" board (if required)
- One digital copy of full set of plans (PDF preferred) via Email
- Color drawings (elevations, signs, landscape plan, and renderings) are required.

### **Required Drawings/Plans**

- Sheet 1: Survey of existing site and vicinity map
- Sheet 2: Site Plan of proposed on-site and off-site improvements
- Sheet 3: Landscaping Plan
- Sheet 4: Elevations
- Sheet 5: Utility Plan
- Sheet 6: Erosion Control Plan
- Sheet 7: Grading and Drainage Plan

**Existing Survey:** The Site survey shall include a legal description of the property, all property lines, existing contour lines, all existing utility lines with sizes indicated, any easements on the property; all existing structures, driveways, curb cuts, etc; any other relevant material. The name of the property owner, an engineer or survey's seal should appear on this page. A vicinity map can be included on this page or on the cover.

**Site Layout Plan:** This plan must show the date and scale, north arrow, all property lines, setback lines, adjacent street names, proposed structures with dimensions and square footage, existing structures to remain, parking spaces or lots and drive ways with dimensions, location and size of sign, dumpster site and privacy screening, exterior lighting and Flood Zone information/delineation, new and existing streets should be shown.

**Landscape Plan:** Date and scale, north arrow, all property lines, all proposed structures, all existing structures to remain, parking and driveway layout, location and size of all paved and landscaped areas in square feet; the location, size, number, and common name of proposed landscape material; planting details for trees, shrubs, and groundcover; designation of areas to be sodden with type of sod indicated, designation of areas to be seeded with type of seed.

**Utility Plan:** All existing and proposed water and sewer lines with sizes indicated (domestic and main); location, size, and type of backflow preventers, location and size of existing and proposed water meters, proposed irrigation lines with separate water meter, dedicated fire lines with size indicated and backflow preventer, locations of all existing and proposed fire hydrants and size of water line that services each hydrant.

**Erosion Control Plan:** Layout of proposed improvements to the site including buildings, location of silt fencing, silt fence installation details, maintenance plan, protection at all storm drain inlets.

**Grading and Drainage Plan:** Existing and proposed contours; all drainage ditches, swales, and drainage structures; locations, sizes, types of all underground storm drainage pipes. Drainage calculations should be placed on this sheet or on a separate sheet of paper.