

Date: _____
Application No.: _____
Review Fee: \$ _____

VILLAGE OF CARO

SITE PLAN REVIEW APPLICATION

Applicant's Name: _____ Address: _____
City: _____ Zip: _____ Phone: _____
Parcel Identification No.: _____
Name of Proposed Development: _____
Use of Proposed Development: _____
Existing Zoning: _____ Size (in sq. ft.): _____
Legal Owner: _____
Name Address Phone
Site Plan Preparer: _____

If applicant is not the owner, state basis for representation (i.e., Attorney, Representative, etc.):

Fifteen (15) copies of the complete site plan application form and site plan shall be submitted to the Zoning Administrator. Members of the Planning Commission shall be delivered copies of the application and site plan at least seven (7) days prior to the meeting for their preliminary information and study. The meeting shall be scheduled within not more than 45 days following the date of the receipt of the plans and application by the Zoning Administrator.

The undersigned deposes that foregoing statements and answers and accompanied information are true and correct.

Signature of Applicant Signature of Legal Owner (if not Applicant) Date

(Please print/type name below signature)

(Please print/type name below signature)

described, together with any special features which will assist in satisfying such demands.

- _____ (10) Any earth-change plans required by state law, including sedimentation control plans, shall also be submitted with the application.
- _____ (11) On site lighting, surface water drainage for the site and proposed sanitary sewage disposal and water supply shall be included in the plans.
- _____ (12) Location of any areas or structures designed for the storage, loading/unloading, recycling or disposal of hazardous waste.
- _____ (13) Location of any areas which are known or suspected to be contaminated, together with the status of any site cleanup.
- _____ (14) Such other information as may be determined to be necessary by the Planning Commission because of any peculiar features of the proposed development.

VILLAGE OF CARO

SITE PLAN REVIEW CHECKLIST

Disclaimer: This checklist is intended to assist the applicant in meeting the site plan submittal criteria and not to be a substitute for the Zoning Ordinance or Engineering Design Standards. Rather, it is intended to be used as a guide with the Zoning Ordinance and Engineering Design Standards. Each applicant is responsible for ensuring compliance with all Zoning Ordinance and Engineering Design Standards requirements.

REQUIREMENTS FOR A SITE PLAN APPLICATION:

- Review fee paid in advance.
- Fifteen (15) copies of the completed application form for site plan review.
- Fifteen (15) copies of the completed site plan which contains all of the information listed in Section 2400.

GENERAL SITE DATA (Section 2400 unless otherwise noted):

- Location map 4" = 1 mile.
- Property address or note if not available.
- Developer's name and address.
- Prints sealed and signed by a professional (all plan sheets), include name and address of individual or firm preparing the same.
- Scale 1" = 20' min. (3 acres or less) / Scale 1" = 100' min. (more than 3 acres).
- North arrow, scale, legend.
- Date and/or revision dates.
- Property shall be identified by lot lines and general location together with dimensions, angles and size correlated with the legal description of the property.
- Existing and proposed topography with at least 2 foot contour intervals.
- Existing structures, improvements and all natural features on-site and within 100 feet.
- Zoning of site and surrounding sites.
- Dimension all setbacks, building separations and building heights.
- Draw and dimension existing and proposed easement/right-of-way shown.
- Site size in acres.
- Statistical data including: number of dwelling units, designation of units by type of buildings. In other cases, location, type, horsepower, fuel, dimension, and other data of all large machinery used on the proposed site.
- Site plans for multiple family residential development shall also include a density schedule showing the number of dwelling units per acre, including a dwelling schedule showing the unit type and number of such units.
- Location of all exterior mechanical equipment and screening of equipment.
- Contaminated areas of site with status of any site clean up.

PROPOSED IMPROVEMENTS (Section 2400 unless otherwise indicated):

- Proposed structures and improvements, including finish floor elevation and building size(s).
- Relationship of buildings to one another, height of all buildings and floor space.
- Front, rear and side elevations of any proposed structure for development.
- Building surface material and exterior design.
- Typical floor plans with dimensions.
- All utility lines serving the area (public and private).
- Existing and proposed drainage patterns.
- Calculations for existing and proposed drainage (Engineering Design Standards).
- Drainage outlet(s) shown (Engineering Design Standards).
- Sedimentation Control Plan, if required by law.
- Location of any recycling or disposal of hazardous waste area, or note none proposed.
- Decks, patios, porches and terraces (Section 1907).
- Maximum occupancy or number of employees (if needed for parking – Section 2100).
- Identify and provide method of screening and reason for screening, or note none proposed (Section 1806).
- Signage type, height, size, location (Section 2200).

ACCESS, PARKING AND CIRCULATION (Section 2400 unless otherwise indicated):

- Indicate existing and proposed roads, driveways and sidewalks upon site or within 150 feet of site.
- Illustrate on-site vehicular and pedestrian traffic patterns.
- Dimension drive and street approach (Engineering Design Standards).
- Site distance shown, if needed. (Engineering Design Standards).
- Label hard-surface pavement (asphalt/concrete).
- Traffic control signs and pavement markings shown, if needed. Off street parking location, number and show parking calculations (Section 2100).
- Parking spaces: type, length, width, angle and aisle widths (Section 2101).
- Existing and proposed acceleration/deceleration or passing lanes.
- All exterior lighting used to light general areas shall be shielded to reduce glare and plans shall indicate locations, height, intensity, type. Photometric plans are required. (Section 1803 and Engineering Design Standards).
- Off street loading and unloading areas (Section 2102).
- Designation of fire and emergency access lanes, if required by Fire Chief.

ENVIRONMENTAL FEATURES (Section 2400 unless otherwise noted):

- Existing trees and shrubs, tree groupings and trees to be removed.
- Proposed landscape plan.
- Show all existing wetlands, lakes, rivers, drains, woodlands and floodplains.

- Soil borings, location and summary report data shall be shown where soil quality may be in question.
- Location, use and size of open spaces together with landscaping, screening, fences, walls and proposed alterations of topography or other natural features shall be indicated.

PLANNING RELATIONSHIPS (Section 2400 unless otherwise noted):

- Road and driveway relationships (proper separation or alignments between drives, streets, etc.)
- Are public streets needed?
- Provide a description of the proposed operations on the site in sufficient details to indicate effect, if any, upon adjoining lands and occupants, together with any special features proposed to relieve any adverse effects to adjoining land and occupants.
- Provide any potential demands for community services, together with any special features which will assist in satisfying such demands.
- Trash receptacles and screening (Section 1800).
- Sign locations and details (Section 2200).
- Fences (location and details) (Section 1800).
- Environmental features and Recreation relationships?
- Add screening and buffering to avoid nuisances?

ZONING DISCTICT OF THE SUBJECT SITE:

Existing Zoning

- RA-1 (Article 4)
- RA-2 (Article 5)
- RB (Article 6)
- RC (Article 7)
- RD (Article 8)
- OS-1 (Article 9)
- B-1 (Article 10)
- B-2 (Article 11)
- I-1 (Article 12)
- I-2 (Article 13)
- P-1 (Article 14)
- RA-1 with Office (Article 15)
- RA-1 with Office and Community Business (Article 15)
- RA-2 with Office (Article 15)
- RA-2 with Office and Community Business (Article 15)
- RB-2 with Office (Article 15)
- RC with Office (Article 15)

Conformance

- Is this a permitted use in the District?
- Does the site plan conform to the area, height and placement requirements of the District?
- Does the site plan conform to the structure and site requirements of the District?
- Is this considered a Special Land Use in the District?
- Has a Special Land Use Application been filed with the Village Zoning Administrator?