**SITE PLAN REVIEW CHECKLIST**

This list is provided as a guide to help you understand what information and procedures are required on a site plan for review.

1. **Site plans are required for**
* All new devolvement or re-devolvement including accessory structures.
* Rezoning request.
* Variance request.
* Special exception use permit request.
1. **Circumstances requiring site plan review.**
	* All new uses except 1 & 2 family dwellings
	* Expansion or renovation of an existing use, which increases the existing floor space by more than twenty-five percent (25%).
	* Changes from an existing use to another use permitted by the zoning district.
2. **Planning Commission review procedures**
* Two (2) complete sets turned in with application & fees.
	+ Drawn to scale in a draftsman like manner.
	+ Drawing shall be clear, readable, and understandable.
	+ Drawing sets shall consist of a single sheet size no larger than 24” x 36” no smaller than 11” x 17”.
	+ Drawing shall show date, north point arrow, legal description, scale size.
	+ Drawing shall show zoning district of site, and all properties sharing property lines.
	+ Drawing shall show property dimensions.
	+ Drawing shall show all proposed, existing structures, with uses labeled.
	+ Drawings shall show any neighboring building with in zoning setback.
	+ Drawing shall show proposed\existing parking & drives including accessibility spots.
	+ Drawing shall show landscaping, lighting, signage.
* After approved by Zoning Administrator, Seven (7) complete sets.
* With any\all revision completed.
* Applicant will then be scheduled for next available Planning Commission meeting.
* Planning Commission has the right to approve, approve with specified changes and\or condition, disapprove, or postpone decision to a later date.
1. **Zoning Board of Appeals**
* Upon denial of site plans from Zoning Administrator or Planning Commission.
* Application can be made for a variance for setback, height and bulk, parking, landscaping, lighting, sign requirements.
* Seven (7) copies of plans with application and fees.
* Applicant shall show all five (5) that the facts and condition exist.
1. Practical consideration for site that would not allow for development.
2. The condition or situation is unique to property and not shared by neighboring properties.
3. A variance would not be significantly detrimental to adjacent and surround properties.
4. The practical difficulty was not created by the applicant or was existing at the time of adoption of ordinance, or from a government taking, (road widening).
5. The variance is the minimum necessary to permit reasonable use of the land and structures.
* Zoning Board of Appeals can also do interpretation of the Zoning map and text.