

**DANVILLE-BOYLE COUNTY PLANNING & ZONING
SITE PLAN REVIEW APPLICATION**

Owner: _____ Address: _____

Applicant: _____ Address: _____

Project Name: _____ Address: _____

Zone: _____ Lot Size: _____

General Description of Development/Project: _____

FILING REQUIREMENTS: (See Zoning Ordinance, Article 4)

1. **FEE: \$511.00** (\$476 hearing + \$35 filing fee)

2. **SUBMITTAL:**
Submit four copies of the plat at the time of application. After TRS, 12 technically correct plats are due at the Planning and Zoning office by Noon on Tuesday prior to the Wednesday Commission meeting. A list of adjoining property owners and addresses must also be submitted. The drainage and landscape plans are due with application submittal.

3. The site plan must include the following elements and information in graphic or written form as applicable to the subject property and appropriate for public review:
 - a. Title of drawing, including name and address of property owner(s), applicant and person or firm responsible for preparation of the drawing;
 - b. Maximum sheet size accepted for filing is 18" x 24";
 - c. Vicinity map, north arrow and north reference;
 - d. Narrative and graphic scale and date of preparation;
 - e. Property address and zoning of property and name, address or deed book and page number of adjoining property owners;
 - f. Boundary survey of the property drawn to scale by a Registered Land Surveyor (RLS). Reference to final plat cabinet number.
 - g. Certificates:
 - a. Ownership and Dedication (Form #1)
 - b. Accuracy (Surveyor's Certificate) (Form #2)
 - c. Land Use Restriction (Form #6)
 - d. Utility Easements Restrictions (Form #4)
 - e. Licensed Professional Engineer (Danville only) (Form #8)
 - h. Existing buildings, if any;
 - i. Grading and drainage plan, including proposed contours at 2', 5' or 10' intervals (must comply with the City of Danville Stormwater Manual for projects in the city limits);
 - j. Location, design, construction type, square footage, height of buildings and proposed use of all buildings;
 - k. Location, design, striping and typical dimensions of all parking and loading areas;
 - l. Location and screening of outdoor storage, including dumpsters and other waste disposal areas;
 - m. Location of existing and/or proposed extensions of public water, sanitary sewer and streets;
 - n. Location, size and design of all proposed signs;
 - o. Location and proposed development of all landscaping and screening requirements (see

- p. Article 9 of the Zoning Ordinance for specific requirements);
- q. Outdoor lighting plan;
- r. Estimated project construction schedule;
- s. Square footage of developed land, divided by type (commercial, residential, parking, park land, etc);
- s. Other elements integral to the project's execution as may be considered necessary in the particular case by the Planning Commission.

I understand that in making this application that it does not mean that said plat will be approved. I understand that approval will be at the discretion of the Planning and Zoning Commission, in that the plat will need to meet all requirements of the Zoning Ordinance to include all dimension and area regulations. I accept the responsibility for attending the TRS meeting and the Commission meeting or will send a representative. I understand that failure to attend such meetings may result in the postponement of any action by the Planning and Zoning Commission.

_____ Date _____ Phone _____

 Applicant Signature **(Agency letter required if signed by other than owner)**

Area below this line is for office use only.

Date Completed Application Filed _____

Date of TRS meeting _____ Thursday, 9:00 a.m.

Date of Commission meeting _____ Wednesday, 9:00 a.m.

Notice to applicant and adjoining owners (7 days before hearing)
 _____(date)

Public notice in Advocate-Messenger (7-21 days before hearing)
 _____(date)

P&Z
 Action _____ Date _____

OBTAIN FROM THE PVA OFFICE ARE THE MAILING ADDRESSES OF THE OWNERS AND NOT THE ACTUAL PROPERTY ADDRESSES.

Revised 7/6/11