



SITE PLAN APPROVAL WORKSHEET

In addition to submitting the *Formal Application* form for a site plan application, the Applicant must include the following information with your application. If required, a public hearing for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. All of the required application materials must be submitted to the Department of Development & Planning Services.

The initial submittal **MUST** contain:

- ☐ **1 electronic version (PDF)** of all application materials submitted in a format as described on the last page of the Formal Application form.

REQUIRED MATERIALS FOR SUBMISSION

☐ **Written Explanation of Application Request**

Attach a written statement explaining the proposal for which approval is being sought. The scope and detail of such description shall be appropriate to the subject matter of the application, with special emphasis on those matters likely to be affected or impacted by the approval being sought in the application.

☐ **Graphic Depiction of Existing Conditions**

A proposed set of plans depicting the existing conditions of the site must be submitted with the application. The plans should include such items as:

- Existing Site Conditions and Topography
- Tree Survey and Protection Plan
- Location of water bodies and courses, wetlands, marshes and special flood hazard areas and floodways on or within 100 feet of the Subject Property
- Existing drainage structures and patterns
- Existing water, sewer, gas, electric, telephone and cable communications lines and easements
- Soil Conditions as they affect development
- Existing structures on the Subject Property (specify location, use, size, and height)

☐ **Proposed Plans**

A proposed set of plans shall include such items as:

- Proposed Site Plan Depicting:
 - location of proposed structures in relation to required setbacks and yards (specify location, use, size, FAR, GFA, net floor area, height, and building coverage)
 - where relevant, the number and size of dwelling units, by unit type and number of bedrooms
 - location of parking and loading area dimensions (including sizes of spaces, angles, and aisle widths) in relation to setbacks and yards
 - location of any proposed signs and fences
 - description of the calculation method utilized in computing all required statistics shown
 - location, designation and total area of all usable open space
- Vehicular and Pedestrian Circulation Plan (a traffic study may be necessary as well)
- Preliminary Landscape Plan showing location, size and species of all trees, shrubs and other plant material
- Proposed Floor Plans for any proposed buildings.
- Proposed Building Elevations (include any proposed signs that appear on the facades)
- Proposed Exterior Lighting Plan with Fixture Details and Photometrics
- Preliminary Engineering Plans in Accordance with Village Standards
 - depict proposed surface and sub-surface drainage and retention and detention facilities
 - depict water, sewer, gas, electric, telephone and cable communications lines and easements

Other information such as parking or traffic studies, economic studies or more detailed design drawings may be requested by the staff, Plan Commission or Board of Trustees in an effort to determine the impacts of the proposed activity.