



SDR \_\_\_\_\_ - \_\_\_\_\_

# SITE DEVELOPMENT REQUEST

Last Updated July, 2013

Project Name \_\_\_\_\_

Site Address or Location \_\_\_\_\_

Owner \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Description of proposed development (check all that apply):

<input type="checkbox"/> Build Structure	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Grading
<input type="checkbox"/> Modify Structure	<input type="checkbox"/> Driveway / Accessway	<input type="checkbox"/> Fence / Retaining Wall
<input type="checkbox"/> Demolish Structure	<input type="checkbox"/> Clearing / Grubbing	<input type="checkbox"/> Utilities
<input type="checkbox"/> Install Prefab. Structure	<input type="checkbox"/> Tree Removal	<input type="checkbox"/> Use change
		<input type="checkbox"/> Other: _____

Attach **SITE PLAN** per Checklist (see page 2)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**---- FOR CITY USE ONLY----**

Zoning District: \_\_\_\_\_

Flood Zone: \_\_\_\_\_

Form distributed for review by: \_\_\_\_\_

	Initial	Date		
TO:	Initials		Comments	Approval    Denial
Building & Inspection.	_____	_____	_____	_____
Planning. . . . .	_____	_____	_____	_____
Engineering . . . . .	_____	_____	_____	_____
Fire Prevention. . . . .	_____	_____	_____	_____
COPIES TO:				
Applicant	_____			
Administration . . . . .	_____			
			DATES OF ACTION:	_____

Site Plan Review Committee meeting date: \_\_\_\_\_

**SDR APPROVED:** \_\_\_\_\_ Date \_\_\_\_\_

Building Official Signature

SDR \_\_\_\_\_ - \_\_\_\_\_



# SITE DEVELOPMENT

## OVERVIEW

- ◆ Site Development Request (**SDR**) apply to both residential and non-residential projects within the City.
- ◆ Examples of developments that require a **SDR** may consist of, but are not limited to the following: construction or modification of buildings / structures; demolition; placement of prefabricated buildings / structures; change of use on site; the creation of impervious surfaces, such as parking lots; clearing / grubbing; grading; tree removal; excavating; filling; driveway / accessway; or any other activity that may result in soil erosion or damage to adjacent property.
- ◆ **SDR** forms which are incomplete will be returned with a list of deficiencies.
- ◆ There is no charge for **SDR**. Depending on the project, additional City permits most likely will be required; most of which do incur fees. Additional permits may consists of: Land Use Approval, Foundation, Demolition, Building, Plumbing, Mechanical, Gas, Electrical, Tree Removal, Sign, Construction Trailer, and Manufactured Home.
- ◆ No work is authorized nor shall any additional permits be issued until the **SDR** has been approved and signed by the Building Official. The applicant shall be liable for performance of any unauthorized work.

## PLAN REVIEW PROCESS

- ◆ **Submittal** - Applicant submits completed **SDR** form and Site Plan.
- ◆ **Plans Distribution** - Building & Inspection routes **SDR** form and Site Plan to designated City departments.
- ◆ **Concurrent Reviews** - Building & Inspection, Planning, Engineering, and Fire Prevention concurrently review **SDR** form and Site Plan and make any necessary pre-development site visits.
- ◆ **Reviews Consolidated** - Comments, marked-up Site Plan, or approval from respective City departments are returned to Building & Inspection. At this time, either a comments sheet will be generated, a Site Plan Review Committee meeting called, or **SDR** is finalized and approved.
- ◆ **Applicant Contacted** - Building & Inspection provides applicant with results of review.

## SITE PLAN CHECKLIST

- ◆ The required Site Plan shall include, but not be limited to, the following elements, and shall be dimensioned and drawn to scale of sufficient size to show:
  - (a) Exact size and location of all buildings / structures relative to property & easement lines.
  - (b) All means of ingress and egress (Accessways / curb cuts).
  - (c) All setbacks, screens and buffers pursuant to Section 710 of Zoning Ordinance.
  - (d) Off-street parking and loading areas and calculations.
  - (e) Refuse collection areas.
  - (f) Natural and topographic features such as streams, lakes, trees, and contours.
  - (g) Grading, drainage, water, sewer, and electric connections and appurtenances.
  - (h) Disturbed areas delineated with dimensions and quantities shown in square feet.
  - (i) Erosion control measures.

## CONTACTS

Building & Inspection.....	Building Official.....	601.485-1900
Planning & Zoning.....	Zoning Administrator.....	601.485-1910
Engineering.....	City Engineer.....	601.485-1917
Fire Prevention.....	Fire Marshall.....	601.484-6853
Public Works.....	PW Director.....	601.485-1920