



APPLICATION FOR PLAN REVIEW

Section 17.120, Plan Review, of the Zoning Ordinance recognizes the importance to the public health, safety and welfare, the safe movement of traffic, the retention of value of improvements upon the land, the conservation of natural resources and that site improvements will be constructed to advance those and other public interests. The site plan shall demonstrate to the site plan reviewing entity or entities the character and objectives of the proposed development in adequate detail for the reviewers to evaluate the effect it will have upon the community and the public interest.

I. APPLICATION TYPE

Check (v) one:

- Site Plan Amend a Site Plan Civil Construction Plan

Note: Separate fees apply to each application selected

TOTAL CALCULATED FEE: \$ _____ STAFF USE ONLY

II. PROPERTY INFORMATION

Project Name: _____
 Street Address: _____
 Locator Number(s): _____ Total Acreage: _____

III. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to St. Clair/Madison County Tax Assessor's Office:

Name: _____ Telephone/Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____
(Attach additional sheets as necessary)

Applicant/Agent: _____ Telephone/Email: _____
 Interest in Project: Contract Purchaser Lessee Other (Specify): _____
 Address: _____
 City: _____ State _____ Zip: _____

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees for the reimbursement of costs incurred by the City for consultation with engineers, attorneys, or other professionals related to plan review. **APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR AUTHORIZED APPLICANT/AGENT.**

Signature: _____ Print Name: _____

IV. SUBMITTAL REQUIREMENTS

Please refer to the Zoning Ordinance (Municipal Code Title 17) for complete submittal and review requirements.

Site Plan (New or Amended)

- 1) Complete application and fee (As established in Title 4, Fees, of the Municipal Code of Ordinances) and listed below.
- 2) When the applicant is not the property owner, a signed written statement from the property owner expressing support for the application.
- 3) A written narrative discussing the following:
 - a. The nature and purpose of the proposal.

- b. Relationship of proposal to surrounding land use and zoning.
 - c. Conformance with Comprehensive Plan policies and future land use map.
 - d. Existing and expected impact of proposal on traffic conditions.
 - e. Existing and expected impact of proposal on other infrastructure and public services.
 - f. Any deviations from the requirements of the zoning district and the justification.
- 4) Four (4) print copies and a PDF version of the site plan, to include the following data, details, and supporting information. Justification for any omissions must be provided.
- a. The site plan shall be designed and prepared by a qualified land planner, registered professional architect, engineer or land surveyor, unless permitted otherwise by the Community Development Director.
 - b. Name and address of the owner of record, developer, and seal of the engineer, architect, land surveyor or landscape architect.
 - c. The site plan shall be of a scale not to be greater than one inch equals fifty feet nor less than one inch equals two hundred feet, and of such accuracy that the Commission can readily interpret the Plan, and shall include more than one drawing where required for clarity.
 - d. The site plan shall show the scale, north arrow, boundary dimensions, natural features such as woodlots, streams, rivers, lakes, drains, existing manmade features such as buildings, structures, easements, high tension towers, pipe lines, existing utilities such as water and sewer lines, etc., excavations, bridges, culverts, and drains, and shall identify adjacent properties within one hundred feet and their existing uses.
 - e. The property shall be identified by lot lines and location, including dimensions, angles, and size, correlated with the legal description of said property. All existing lot lines, easements, and rights-of-way shall be shown.
 - f. Name and address of all owners of record of abutting parcels.
 - g. Locations and dimensions of all setbacks, including distances between all buildings, between buildings and property lines and between all parking areas and property lines.
 - h. The location and use of all existing and proposed structures within the development. Include all dimensions of height and floor area, and show all exterior entrances and all anticipated future additions and alterations.
 - i. Depict locations, heights, and intensity of all exterior lighting, including a graphic and catalog reference describing the proposed standards.
 - j. For phased developments, depict the various limits and timing of each proposed phase.
 - k. Location, dimension and area any parcel or property thereof proposed to be set aside for open space, park, playground use or other public/private recreational purposes.
 - l. Provide the location of all retaining walls, fences, screening and earth berms as well as a typical architectural elevation reflecting the proposed finished construction.
 - m. The location of all present and proposed public and private ways, parking areas, loading areas, driveways, sidewalks, ramps, and curbs. Location, type, and screening details for all waste disposal containers shall also be shown.
 - n. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within one hundred (100) feet of the site.
 - o. The location, height, size, materials, and design of all proposed signage.
 - p. The location of all present and proposed utility systems including:
 - i. Sewage system;
 - ii. Water supply system;
 - iii. Telephone, cable and electrical systems;
 - iv. Storm drainage system including existing and proposed drain lines;
 - v. Culverts, catchbasins, head walls, end walls, hydrants, manholes, and drainage swells.
 - q. Plans to prevent the pollution of surface water or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.
 - r. Existing topography and finished grade line elevations at two foot contour intervals as well as the proposed finished floor elevation for all structures. All elevations shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the one hundred year floodplain, the area shall be shown, with base flood elevations;

and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements.

- s. Existing and proposed zoning district boundaries adjacent to the site's perimeter shall be drawn and identified on the plan.
- t. Architectural elevations. Architectural elevations of all proposed buildings and structures, identifying all materials proposed including color schemes for each. For infill developments the architect shall provide a statement of design intent indicating any design decisions made to make new construction compatible with existing structures.
- u. Landscape plan. A landscape plan in accordance with Section 17.080. The plan shall also show all existing open space, trees, forest cover and water sources, and all proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, floodplains, and drainage retention areas.
- v. Site sections. Schematic or illustrative sections shall be drawn to a scale of 1" = 8' or larger, indicating both edge conditions and internal grade changes in relation to principal variations of internal building levels and sight line relations to adjacent residences.
- w. Traffic control. The Community Development Director may require a detailed traffic study for mixed use and multi-tenant developments, or for developments in heavy traffic areas subject to Section 17.120.080.C.
- x. Required plan elements may be waived at the discretion of the Director of Community Development.

Civil Construction Plan

- 1) Complete application and fee (As established in Title 4, Fees, of the Municipal Code of Ordinances) and listed below.
- 2) Four (4) print copies and a PDF version of the civil construction plan submittal which shall include all information required for, and conforming to, the approved site plan except for minor modifications due to engineering calculations as authorized by the Director of Community Development, and the following on separate sheets as appropriate:
 - a. The location, standard details, and specifications for all existing and proposed private infrastructure, and for the construction of required utilities or other public improvements where there has been no subdivision of land and/or improvement plans per Chapter 16.12, The Subdivision Process, of the Land Subdivision Control Regulations of Collinsville, Madison and St. Clair Counties, Illinois, including, but not limited to:
 - i. Sewage system;
 - ii. Water supply system;
 - iii. Telephone, cable and electrical systems;
 - iv. Storm drainage system including existing and proposed drain lines;
 - v. Culverts, catch basins, head walls, end walls, hydrants, manholes, and drainage swells.
 - vi. Streets, right-of-ways, alleys, sidewalks, and other paved surfaces.
 - b. Plans to prevent the pollution of surface water or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.
 - c. Existing topography and finished grade line elevations at 2-foot contour intervals as well as the proposed finished floor elevation for all structures referenced to the National Geodetic Vertical Datum of 1929 or 1982. Said reference and benchmark shall be clearly stated on any plans or drawings showing such datum;
 - d. If any portion of the parcel is within the 100-year floodplain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements;
 - e. Accurate locations of all existing and recorded streets intersecting the boundaries of the tract;
 - f. Locations, dimensions and purposes of any locatable, easements including the easement statements defining the use and rights conveyed with each type of easement;
 - g. Location and purposes of any sites, other than private lots, which are dedicated or reserved;
 - h. Location, dimension and area of all parcels reserved or used for green space or public space, and their intended use;
 - i. Applicable 100-year flood elevations as determined by FEMA or as determined by the highest applicable downstream culvert, roadway or other drainageway overflow elevation and the lowest allowable finished floor elevations for all lots subject to said flood elevations along with references to the nearest established USGS, FEMA or published benchmark;
 - j. A statement that the City, by approving the drainage plans or by requiring certain standards with respect to

drainage, accepts no responsibility for damages caused by the drainage or drainage facilities, to the owners or occupants of real estate affected, nor does the City guarantee that the improvements or changes in drainage will not cause damage to the owners or occupants of real estate affected, nor does the City accept drainage facilities or improvements for maintenance. The responsibility for change in drainage and for the maintenance of drainage facilities or improvements remains that of the developer, subdivider or landowner or occupant;

- k. Street and other public right-of-way lines with accurate dimensions, angles or bearings and curve data including radii, arcs or chords, points of tangency, and central angles;
- l. Street names, right-of-way widths and other pertinent data;
- m. Application for land disturbance (grading) permit.
- n. Required plan elements may be waived at the discretion of the Director of Community Development.

V. FEE SCHEDULE

As established in Title 4, Fees, of the Municipal Code of Ordinances.

Site Plan Review

- Sites less than 2 acres: \$250.00 for up to 3 plan reviews plus \$100.00 for each review thereafter.
- Sites Plan between 2 and 10 acres: \$500.00 for up to 3 plan reviews plus \$100.00 for each review thereafter.
- Sites over 10 acres: \$750.00 for up to 3 plan reviews plus \$100.00 for each review thereafter.

Civil Construction Plan Review

- Sites where no public improvements or streets are proposed: \$0.00 for up to 3 plan reviews plus \$150.00 for each review thereafter.
- Sites where public improvements or streets are included when such improvements were not reviewed during the Subdivision process): \$500.00 for up to 3 plan reviews plus \$150.00 for each review thereafter.

Note: When additional costs are incurred by the City for any consultation with the City's engineers, attorneys, or other professional related to plan review, all additional costs incurred above the application fee for permit review, reimbursement by the applicant shall be required. When such costs are anticipated, the City shall require a minimum retainer fee of \$250.00 based upon projected costs.

APPLICATION PROCEDURE

1) Site Plan Review

- a) *Prior to submitting an application for Site Plan review the applicant is urged to meet with the Director of Community Development to discuss the proposal, review the procedures, and obtain the appropriate application form and whether or not Planning Commission review will be required.*
- b) *Although it is an optional step, many developers choose to meet with the Development Assistance Team (DAT) consisting of City staff with from the planning, public works, building, and fire departments prior to submittal of documents to help identify potential issues, necessary documentation, approvals, etc. The DAT meets, as needed, on Thursdays at 10 am at City Hall. Contact the Planning Assistant to be placed on the agenda.*
- c) *Application submittal and Staff review.*
 - i) *When Planning Commission review is required, the Commission will consider the Site Plan, and may approval it as submitted, approve it with revisions, deny the application, or continue its review to a future meeting to allow additional discussion, revisions, etc.*

Note: If an application for Site Plan review is submitted in conjunction with an application for rezoning, special use permit, or other procedure then both applications may be processed and reviewed in parallel.

2) Civil Construction Plan Review

- a) *Application submittal and Staff review. Be advised that while Civil Construction Plan review is typically conducted by City staff, the City may require, at the expense of the petitioner, reviews conducted by the City's consultant or other professionals.*

Note: Civil Construction Plans must be approved by the Director of Community Development, or his designee, prior to the issuance of grading, clearing or any other construction permits for any proposed development other than a detached single-family dwelling.

2018 PLANNING COMMISSION CALENDAR

*Filing Deadline (5:00 p.m.)

Meeting Date (7:00 p.m.)

November 30, 2017

January 11, 2018

December 28 2017

February 8, 2018

January 25, 2018

March 8, 2018

March 1, 2018

April 12, 2018

March 29, 2018

May 10, 2018

May 3, 2018

June 14, 2018

May 31, 2018

July 12, 2018

June 28, 2018

August 9, 2018

August 2, 2018

September 13, 2018

August 30, 2018

October 11, 2018

September 27, 2018

November 8, 2018

November 1, 2018

December 13, 2018

** Please note that applications will not be scheduled for public hearing until the Director of Community Development determines the submittal is complete and sufficient for Planning Commission review.*