



Planning & Zoning Department

Site Improvement Permit

SIP- _____ -20_____
Nonrefundable Fee: \$45.00

Applicant Name: _____ Phone: _____

Applicant Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Owner Name: _____ Phone: _____

Owner Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor Name (e.g., Engineer, Planner, Architect): _____

Phone: _____ Contractor Address: _____

Email: _____ City: _____ State: _____ Zip: _____

Subject Property Information

Address: _____

Project/Subdivision Name: _____

Project Description: _____

Planning & Zoning Department, Site Plan Review

Zoning Compliance:

- Notation of paved parking and drive areas together with provision of a proper striping and backup/maneuvering/service drive layout
- Provision of adequate setbacks to property and/or street lines
- Provision of adequate landscaping
- Provision of adequate handicap accessible parking and sign(s)
- Provision of adequate screening such as fences and/or walls and/or hedges

Plan Reviewer (zoning office) comments/requirements: _____

Planning Authority Signature of Approval: _____ Date: _____

Engineering Division, Site Plan Review

Engineering Criteria Compliance:

- Access locations and dimensions
- Site retention and/or drainage of storm water
- Demarcation of utility lines under parking area
- Location of fire hydrants

Plan Reviewer (engineering staff) comments/requirements: _____

Requires Application for Right-Of-Way permit Requires an Erosion Control Permit (if disturbing over 2 cubic yards of dirt)

Planning Authority Signature of Approval: _____ Date: _____