

**CITY OF NORTON
APPLICATION FOR SITE PLAN REVIEW
PLANNING COMMISSION**

1. Property Owner:
Name: _____ Phone: _____
Address: _____

2. Agent or Attorney (if applicable):
Name: _____ Phone: _____
Address: _____

3. Preparer of Sketch Plat:
Name: _____ Phone: _____
Address: _____

4. Location of property: _____

5. Project Narrative: (Description of Project): _____

6. Is there a Special Planned Development Zoning existing on this land YES _____ NO _____
If yes, please explain the use _____

7. Checklist of minimum required items to accompany application:
 - A. Eight (8) copies of site plan drawing. []confirmed[]
 - B. Site Plan depicting proposed improvements to site, including but not limited to: []confirmed[]
 1. Setback & Sideline Measurements of Structures;
 2. Adjoining Property Structure Locations;
 3. Structure Location(s);
 4. Landscaping, Mounds, Buffers, Sidewalks; &
 5. Items on the Stormwater Pollution Prevention Plan Checklist. (See attached.)
 - C. Copy of deed. []confirmed[]
 - D. If applicant is not owner, **original** notarized agent's letter. []confirmed[]
 - E. Other (If wireless facility attach lease agreement.) []confirmed[]

8. I hereby certify that all statements contained in my supporting data transmitted herewith are true and accurate to the best of my knowledge:

Applicant's Signature & Date: _____

FOR OFFICE USE ONLY:
Does this application comply with the current zoning ordinances within the City of Norton? _____
Application Number: _____ Date Filed: _____
Check Amount: _____ Check Number: _____ Receipt Number: _____
Date of Planning Commission Meeting to hear the application: _____

SITE PLAN REVIEW FEE: MINOR - \$200 MAJOR - \$300
*PLEASE NOTE, APPLICANT SHALL SUBMIT 1 (ONE) ORIGINAL APPLICATION FORM WITH SUPPORTING DOCUMENTS AND EIGHT (8) COPIES OF SUPPORTING DOCUMENTS FOR PROCESSING, ALONG WITH THE APPROPRIATE APPLICATION FEE.

1257.04 MAJOR SITE PLANS

- (a) Major Site Plan Required. A major site plan shall be submitted for the following:
- (1) An application for a conditional use permit;
 - (2) On lots located in multi-family, business, industrial, and recreation districts and in any other locations required by this Zoning Code:
 - A. New construction, substantial renovation, or expansion of a building, structure, or other site improvement; &
 - B. The establishment of a new use, or a substantial change of use;
 - (3) In any residential district, any new building (other than a single-family dwelling or accessory to a single-family dwelling) or a change of use of such a building.
- (b) Application Requirements. A major site plan application shall include the following information unless the Zoning Inspector determines that certain information is not necessary for review of the particular site plan:
- (1) A completed site plan application form, signed by the property owner or authorized representative;
 - (2) A fee as required by action of Council;
 - (3) Name of the development and the name, address, and phone number of the owner and applicant;
 - (4) Drawing scale, north arrow, and date of preparation;
 - (5) Locations and dimensions of lot lines based on a survey, deed, plat, or other legal delineation;
 - (6) Existing topography, proposed topography, and proposed finished grades, at a maximum one-foot contour interval;
 - (7) Locations, acreage, and floor areas of existing and proposed uses, easements, and encroachments on the property;
 - (8) Location of all required yards;
 - (9) Proposed building locations, dimensions, net floor area, locations of entrances and exits, height and number of stories, and finished grade elevations. Locations, dimensions, and description or illustration of all other structures including fences and signs. For multi-family residential developments, the number, type, and minimum floor area of dwelling units;
 - (10) Drainage plan, including all open and enclosed drainage structures and surface drainage, and calculations of off-site impacts in a manner approved by the City Engineer;
 - (11) Locations of existing and proposed refuse disposal facilities and plans for screening;
 - (12) Vehicular and pedestrian circulation plan, that is, a plan showing the planned route of vehicles and pedestrians onto, through, and out of the site, including any safety considerations. Proposed location, layout, dimensions, and area for all parking, loading, drives, and walkways, curbs, and curb cuts. Surface types of all paved areas. Number of parking spaces provided and the number of spaces required by this Zoning Code;
 - (13) Planting and Landscape Plan including: botanic names, common names, location, quantity, diameter, and height at installation and at maturity of all proposed living and non-living landscape materials and existing materials to be preserved; types and locations of proposed groundcovers and mulches; dimensions, materials, colors, and appearance of all sides of fences, walls, ornamental lighting and other landscape and screening features (including location and contours of proposed berms at one-foot intervals); measures to be taken to protect new and preserve existing trees during construction; identification of existing trees, large shrubs, formal planting areas, and hedges to be removed;
 - (14) Elevation drawings or renderings, with scale clearly shown, of all sides of the proposed structures, illustrating the proposed designs of the elevations of the buildings, signs, fences, and other structures and identifying materials and colors thereof. Locations and dimensions of all wall openings, including windows and doors, vents, etc. Locations and dimensions, finish and colors of all roof and wall-mounted fixtures, equipment, poles, including locations of utility service installations, electrical and phone meters or service boxes. Material samples and/or paint chips of roofing, exterior wall surfaces, and other prominent features and surfaces; &
 - (15) Such other relevant data as may be required to ascertain the compliance of the proposed development with the plans and laws of the City of Norton.

CHECKLIST FOR ITEMS IN STORMWATER POLLUTION PREVENTION PLAN

Minimum Standards: Address all minimum components of NPDES permit and conform to specifications (Water Management and Sediment Control for Urbanizing Areas).

SITE PLAN-Essential Components

- VICINITY MAP**-Map locating the site in relation to the surrounding area. Indicate location of receiving waters.
- LIMITS OF CLEARING AND GRADING**-Indicate the limits of earth disturbing activity, include borrow, spoil and stockpile areas.
- EXISTING VEGETATION**-Show existing tree lines, unique vegetation and areas that may affect erosion and sediment controls. For example show a grassed area to be used as a filter strip in conjunction with a silt fence.
- SOILS**-Show boundaries of the different soil types. A table relating relevant information concerning each soil type may be necessary.
- EXISTING DRAINAGE PATTERNS**-Drainage patterns should be evident on plan. Indicate size of drainage area contributing to the site at the point of entrance.
- SPECIAL NOTES FOR CRITICAL AREA**-Give details and specifications for practices for protecting streams, steep slopes, etc.
- SITE DEVELOPMENT**-Show all planned locations of buildings, parking facilities, roads, utilities, etc. Existing facilities should also be shown.
- LOCATION OF PRACTICES**-Show the location of erosion and sediment control and stormwater management practices to be used. Water ponding facilities should be drawn to scale and show the amount of contributing drainage area.
- SURFACE WATER LOCATIONS**-Show locations of springs, wetlands, streams, lakes, etc. on or within 200 feet of the site.
- DETAIL DRAWINGS**-Any structural practices used should be explained and illustrated with detail drawings.
- SPECIFICATIONS FOR STABILIZATION**-Specifications for temporary and permanent seedings, mulching, construction entrances, etc. should be given or referenced.
- CONSTRUCTION SEQUENCE**-Provide a schedule relating the implementation of erosion and sediment control practices and stormwater management practices to major construction operations.
- MAINTENANCE AND INSPECTION**-Provide notes and information regarding maintenance for each practice to assure continued performance. Provide notes regarding necessary inspection intervals, records, etc.
- SPECIFIC NOTES TO AID CONTRACTOR**-Two notes in particular should be placed on the plan to meet NPDES requirements: "Sediment ponds and perimeter sediment controls shall be implemented as the first step of grading and within seven days from the start of grubbing and shall continue to function until upland areas are restabilized." And "Disturbed areas which will remain unworked for a period of 21 days or greater shall be stabilized with seeding and mulching or other appropriate means within 7 days."

-Other Essential Components

- PROJECT DESCRIPTION**-Briefly describe the nature and type of the land disturbing activity. Usually this is self evident from the plan.
- RECEIVING WATERS**-Name and location of the immediate receiving stream or surface water(s) and the subsequent receiving waters.
- STORMWATER RUNOFF CONSIDERATIONS**-Show the pre-construction and post-construction runoff coefficients including information such as the acreage of the project and method used to calculate runoff.
- CALCULATIONS**-Show sufficient calculations for reviewing the design of temporary sediment basins and traps, permanent stormwater facilities, diversions, channels, etc.

Site Plan Review-Points of Consideration

Examine how runoff will travel across the site.

Evaluate the site according to the direction of flow, whether flow is concentrated or sheet, and the amounts of runoff per drainage area. It is important to consider how much offsite water also contributes to the watersheds on the site.

Evaluate proposed controls:

- Do each of the controls have enough capacity for the size of the drainage area?
- Are they appropriate to the type of flow?
- Are they appropriate to the timing of construction activities?
- Are there practices planned which will trap sediment from the very start of grading which will be effective after grading and drainage system changes have been made?
- Are planned practices the best appropriate in terms of application, efficiency, and low maintenance?
- Are there critical areas that may need special attention?

Examples: On streams: apply forested buffers, stream crossings, utility crossing, sediment controls, ...;
On embankments, steep slopes: apply diversions, pipe drops, staged seedings and matting.

Evaluate impacts to the streams and drainage system?

- Is there a vegetated buffer provided along streams? Protection measures should be specified.
- Are streams being unnecessarily piped or relocated?
- If stormwater management ponds are used for sediment trapping, is final cleanout specified?

Specifications and Detail Drawings:

Is there sufficient information shown to instruct the contractor how to implement the practices?

Are there sufficient specs for temporary and permanent seedings?

Do notes or specifications include sufficient information about maintenance of each practice?

Finally, ask "If this plan is implemented, will this plan prevent major offsite sedimentation?"

Plan View	Quantities
	Schedule of Implementation

Details	Details	Seeding specs(rates/dates...)
Details		Notes:
Details		