

FINAL SITE PLAN
SUBMITTAL GUIDELINES

1. Submit completed Application for Site Plan Review including all supporting documents to Township Clerk at least 30 days prior to next scheduled Planning Commission meeting in order to be considered for the agenda.
 - A. Supporting documents include but not limited to:
 - 4 copies of full size (24"X36") Site Plan of the property showing the location of all present and proposed buildings, drives, parking areas, waste disposal fields, screening fences or walls, and other construction features which may be proposed.
 - If Special use Permit (SUP) was needed, the final site plan shall contain all of the information required from the SUP/Preliminary Site Plan approval.
 - Documentation of the relationship to the adjacent parcels including property lines, easements, structural location and natural features.
 - The proposed final landscape screening and buffering plan.
 - Pedestrian circulation, both public and private.
 - Public and private road systems and vehicular access points.
 - Public and/or private utility facilities including easements.
 - Compliance with applicable state or federal regulations.
 - Proposed signage.
 - Emergency vehicle access and circulation.
 - Preservation of natural features.
 - Soils information.
 - Grading and drainage plan.
 - Method of solid waste disposal.
 - Professional seal of person preparing the plan.
 - Project completion date.
 - PDF (emailed or on flash drive) of full size Site Plan and if applicable any Engineering and/or architectural plans.
 - Application signature must include all persons having an ownership interest in the property.
 - Application fee of \$700.00
2. Clerk will set up meeting with Applicant, Planning Consultant, Zoning Administrator and Assistant Chief to discuss site plan requirements.
3. Four (4) copies of full size (24"X36") Site Plans to be resubmitted with all corrections, if any. If all corrections to Final Site Plan, if any, are made and the Site Plan is deemed administratively complete, Eight (8) additional copies of full size (24"X36") Site Plans are to be submitted.
4. When plans submitted are deemed administratively complete the Site Plan Review will be placed on the next scheduled Planning Commission meeting agenda, as long as the plans were deemed administratively complete prior to the Thursday before the next regularly scheduled Planning Commission meeting and clerk has received a total of 12 sets of administratively completed plans; otherwise it will be on next month's regularly scheduled meeting.
5. The Final Site Plan Review is placed on Planning Commission agenda. Applicant is encouraged to attend to answer any questions. If Final Site Plan is approved by Planning Commission, conditions to the approval may be required.
6. Within 10 days, clerk will issue an approval letter.
7. Stamp approved plans with conditions, if any, will be available from the Zoning Administrator along with a Zoning Referral within 10 days of Final Site Plan Approval. This step will be needed in order to obtain building permit.

NOTE: Applicant has a period of one (1) year, from Final Site Plan Approval, to commence construction. One (1) extension for six (6) months may be granted if the applicant can show reason for the extension. If not started within the time frame, the Final Site Plan Review process will have to start over.