

SITE PLAN INFORMATION

INFORMATION REQUIRED:

1. Name, address, telephone number of property owners:

\_\_\_\_\_

\_\_\_\_\_

2. Address of property to be improved:

\_\_\_\_\_

\_\_\_\_\_

3. Name, address, telephone number of contractor:

\_\_\_\_\_

\_\_\_\_\_

4. Present use of building, number of family units, square feet under roof:

\_\_\_\_\_

\_\_\_\_\_

5. Proposed building, number of family units, proposed use, square feet under roof:

\_\_\_\_\_

\_\_\_\_\_

6. Location of streets, curbs, sidewalks, gas, utilities and right-of-way:

\_\_\_\_\_

\_\_\_\_\_

7. Location of proposed parking area with dimensions:

\_\_\_\_\_

\_\_\_\_\_

8. Direction of traffic flow, to & from, and traffic signs:

\_\_\_\_\_

\_\_\_\_\_

9. Please provide a sketch of proposed improvement on the back of this sheet or attached.

**\*Note: A Flood Plain Application must accompany a Site Plan Application.**

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Approved  
(circle one)

Date submitted to Public Affairs Department & Initials: \_\_\_\_\_

Date reviewed by Street & Alley Superintendent & Initials: \_\_\_\_\_

Yes No

Date reviewed by Water & Sewer Superintendent & Initials: \_\_\_\_\_

Yes No

Date owner or contractor notified by phone of decision & initials: \_\_\_\_\_

Date owner or contractor notified by letter of decision & initials: \_\_\_\_\_