**SITE DEVELOPMENT REQUEST**

**Project Name**

**Site Address or Location**

**Owner**

**Owner Mailing Address**

**Applicant**

**Applicant Mailing Address**

### Description of proposed development (check all that apply):

- [ ] Build Structure
- [ ] Modify Structure
- [ ] Demolish Structure
- [ ] Install Prefab. Structure
- [ ] Parking Lot
- [ ] Driveway / Accessway
- [ ] Clearing / Grubbing
- [ ] Tree Removal
- [ ] Grading
- [ ] Fence / Retaining Wall
- [ ] Utilities
- [ ] Use change
- [ ] Other: __________________

Attach **SITE PLAN** per Checklist (see page 2)

--- FOR CITY USE ONLY ---

**Zoning District:**

**Flood Zone:**

**Form distributed for review by:**

<table>
<thead>
<tr>
<th>TO:</th>
<th>Initial</th>
<th>Date</th>
<th>Comments</th>
<th>Approval</th>
<th>Denial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Inspection.</td>
<td>_______</td>
<td>______</td>
<td></td>
<td>_______</td>
<td>______</td>
</tr>
<tr>
<td>Planning. . . . .</td>
<td>_______</td>
<td>______</td>
<td></td>
<td>_______</td>
<td>______</td>
</tr>
<tr>
<td>Engineering . . .</td>
<td>_______</td>
<td>______</td>
<td></td>
<td>_______</td>
<td>______</td>
</tr>
<tr>
<td>Fire Prevention. . .</td>
<td>_______</td>
<td>______</td>
<td></td>
<td>_______</td>
<td>______</td>
</tr>
</tbody>
</table>

**COPIES TO:**

- [ ] Applicant
- [ ] Administration . . . .

**DATES OF ACTION:**

<table>
<thead>
<tr>
<th>DATES OF ACTION:</th>
<th>_______</th>
<th>_______</th>
<th>______</th>
</tr>
</thead>
</table>

**Site Plan Review Committee meeting date:**

**SDR APPROVED:**

- [ ] Building Official Signature
- [ ] Date
SITE DEVELOPMENT

OVERVIEW

♦ Site Development Request (SDR) apply to both residential and non-residential projects within the City.
♦ Examples of developments that require a SDR may consist of, but are not limited to the following: construction or modification of buildings / structures; demolition; placement of prefabricated buildings / structures; change of use on site; the creation of impervious surfaces, such as parking lots; clearing / grubbing; grading; tree removal; excavating; filling; driveway / accessway; or any other activity that may result in soil erosion or damage to adjacent property.
♦ SDR forms which are incomplete will be returned with a list of deficiencies.
♦ There is no charge for SDR. Depending on the project, additional City permits most likely will be required; most of which do incur fees. Additional permits may consists of: Land Use Approval, Foundation, Demolition, Building, Plumbing, Mechanical, Gas, Electrical, Tree Removal, Sign, Construction Trailer, and Manufactured Home.
♦ No work is authorized nor shall any additional permits be issued until the SDR has been approved and signed by the Building Official. The applicant shall be liable for performance of any unauthorized work.

PLAN REVIEW PROCESS

♦ Submittal - Applicant submits completed SDR form and Site Plan.
♦ Plans Distribution - Building & Inspection routes SDR form and Site Plan to designated City departments.
♦ Concurrent Reviews - Building & Inspection, Planning, Engineering, and Fire Prevention concurrently review SDR form and Site Plan and make any necessary pre-development site visits.
♦ Reviews Consolidated - Comments, marked-up Site Plan, or approval from respective City departments are returned to Building & Inspection. At this time, either a comments sheet will be generated, a Site Plan Review Committee meeting called, or SDR is finalized and approved.
♦ Applicant Contacted - Building & Inspection provides applicant with results of review.

SITE PLAN CHECKLIST

♦ The required Site Plan shall include, but not be limited to, the following elements, and shall be dimensioned and drawn to scale of sufficient size to show:
  (a) Exact size and location of all buildings / structures relative to property & easement lines.
  (b) All means of ingress and egress (Accessways / curb cuts).
  (c) All setbacks, screens and buffers pursuant to Section 710 of Zoning Ordinance.
  (d) Off-street parking and loading areas and calculations.
  (e) Refuse collection areas.
  (f) Natural and topographic features such as streams, lakes, trees, and contours.
  (g) Grading, drainage, water, sewer, and electric connections and appurtenances.
  (h) Disturbed areas delineated with dimensions and quantities shown in square feet.
  (i) Erosion control measures.

CONTACTS

Building & Inspection.................Building Official....................... 601.485-1900
Planning & Zoning....................Zoning Administrator...............601.485-1910
Engineering.............................City Engineer............................601.485-1917
Fire Prevention........................Fire Marshall..............................601.484-6853
Public Works...........................PW Director............................. 601.485-1920