

## Checklist for Site Plan Approval Process:

1. Determine if the proposed development is non-residential or multi-family dwellings (excluding accessory apartments).
2. Check if the proposed development qualifies for waiver of site plan approval. employees (City Administrator, Recorder, and Zoning Administrator shall approve the waiver)
  - Reoccupation of an existing site within one year with minimal changes.
  - Expansion of an existing business by less than 25% and not exceeding 1000 square feet with minimal impact.
3. Review the site plan for the following information:
  - Location of main and accessory buildings.
  - Traffic circulation features.
  - Height and bulk of buildings.
  - Off-street parking provision.
  - Driveways for ingress and egress.
  - Other space provisions on the site.
  - Signage display.
  - Property owner's name and address.
  - Provisions required by Fire Officials.
  - Snow removal provisions.
  - Landscaping, fences, and walls as per regulations.
  - Privacy fencing for outside storage.
  - Fencing for litter and garbage control.

### Notes:

Planning Commission recommends approval of the site plan, possibly with or without conditions or requirements.

City Council may administratively approve or deny the application.

Appeal must be made to the Administrative Appeals Authority within ten calendar days of the final decision.

Upon site plan approval, prepare construction drawings for any public works construction or improvement for approval by the City Engineer.

Approval of the site plan is valid for one year from the date of final approval by the City Council. If construction has not begun during this period, the approval becomes void, and a new site plan must be submitted for review and approval.