



SITE PLAN APPLICATION



Instructions: An application for site plan approval is required for the preliminary approval of the following types of plans: Major and Minor Site Plans and sketch plans.

APPLICATION MATERIALS CHECKLIST:

- Application Fee.**
- A Completed and signed application form.**
- Plans to scale in PDF format only.** Plans must be to engineering scale (1" = 20', 1" = 100', etc.). All plans shall be scaled to no less than one (1) inch equals one hundred (100) feet; If all lots are greater than three (3) acres in size, a smaller scale (i.e. 1" = 200') may be used. Plans may be drawn on multiple sheets with appropriate match lines. Preliminary plans do not require an engineer's, surveyor's, or landscape architect's seal.*

(This side of form to be completed by applicant, except where noted.)

TYPE OF APPLICATION		SITE# (staff to complete):
major site plan:	minor site plan:	sketch plan:

PROPERTY INFORMATION	
development name (title of plan):	
location:	
township:	map number:
tax map parcel number:	lot number:
plat book number:	page number:
zoning district:	total acres:
total square footage of buildings:	section or phase number:
watershed:	in watershed critical area? If yes, what Tier?
total existing impervious area:	total proposed impervious area:
zoning overlay district (if applicable):	within 100-year floodplain?

APPLICANT INFORMATION	
engineer/owner:	phone number:
mailing address:	
email:	
owner's name (if different than above):	
owner's address:	
zip code:	phone number:



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SUBMISSION REQUIREMENTS:

**All map standards for the appropriate plan type as listed in Unified Development Ordinance Appendix 1 shall be included. Incomplete submittals will not be processed.

(The following is to be completed by the Summerfield Planning Department)

FEE	
amount <i>(staff to complete)</i> :	receipt number <i>(staff to complete)</i> :

PLANNING DEPARTMENT CERTIFICATION	
<i>The Town of Summerfield Planning Department certifies that the information provided is a complete application and will be processed either by the Zoning Administrator or Planning Board.</i>	
town official:	date: