



Discover ★ Enjoy ★ Celebrate!

City of Laingsburg  
Site Plan Review Application \$250.00 Fee plus escrow deposit

Office Use Only:

Fee Deposited _____	Escrow Required _____ Amount _____	
Site Plan Review _____	Special Land Use/Site Plan Review _____	Completed Zoning Permit Filed _____
Submittal Requirements: Written Statements Received _____		10 Copies of site plan review _____
Date Filed _____	Case # _____	Proposed Meeting Date _____
Planning Commission Date _____		Action _____

**All applications must be received at least three (3) weeks in advance of the next regularly scheduled Planning Commission meeting.**

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Brief Description of Use: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

Tax Identification Number and Legal Description (attaché separate sheet is necessary)

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For Residential Uses:

Type of Dwelling Units \_\_\_\_\_

Total Number of Units \_\_\_\_\_ Estimated Population \_\_\_\_\_

All Other Uses:

Estimated Number of Employees \_\_\_\_\_ Parking Spaces \_\_\_\_\_

Hours of Operation \_\_\_\_\_

Architect/Planner \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Engineer \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Submittal Requirements

1. A brief, written project description, which includes the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, carports or garages, employees by shift, amount of recreational and open space, type of recreation facilities to be provided and other related pertinent information as applicable.
2. Written statement relative to project impacts on existing infrastructure (including traffic capacity of streets, schools, and other existing utilities); the natural environment of the site and adjoining land.
3. A statement from the applicant identifying all federal state and local permits required, if any, and their status.
4. A project completion schedule.

5. Ten (10) copies of a professional quality drawing at a scale of 1"=10' except where written guidelines within the zoning ordinance differ, that details the following information:
- The name of the development or project.
  - The name, address and seal of the person/s who have prepared the drawing.
  - Property dimensions and a legal description for the parcel/s.
  - The proposed square footage of the building or structure if applicable.
  - The existing acreage or size of the parcel.
  - The zoning and existing land use of the adjacent parcels (including across the street)
  - The location of drives, structures, and other pertinent built features (including across the street).
  - The existing natural features, such as woodlots and any bodies of water, wetlands or wooded areas and topography (at two-foot intervals). Indicate any natural features to remain and/or to be removed.
  - Existing man-made features, including signs, structures, and roads. Indicate which features are to remain or be removed.
  - Location of all existing or proposed utilities, including natural gas, cable, electric, telephone, fire hydrants; and the location and design of water supply, storm water management facilities and waste water systems.
  - Location of exterior drains, dry wells, catch basins, retention and/or detention area, sumps, and other facilities designed to collect, store or transport storm water or wastewater. The point of discharge for all drains and pipes shall also be specified on the site plan.
  - Proposed streets, driveway, parking spaces, sidewalks, with indication of direction of travel, the inside radii of all curves including the driveway curb returns. The width of streets, driveways, and sidewalks, the total number of parking spaces and dimensions of the typical individual parking space and associated aisles and all existing or proposed public right-of-way and private easements.
  - Location of all structures, buildings and uses, whether primary or accessory uses or structures, including flagpoles, light poles, bulk heads, docks, storage sheds, trash receptacles and signs, and the method of screening where applicable.