



SITE PLAN

Application Instructions

Staff Use Only

Application Number: _____

Received by: _____

Date: _____

Fees Paid: \$_____

Complete: **Y** **N**

The site plan is a prerequisite to a building permit for all multi-family, commercial and industrial developments. The site plan shows how the lot will be developed so that the Town can ensure that the site design will be in compliance with all Town regulations.

Required for Site Plan consideration

(ref. Hayden Municipal Code 16.04.100)

Staff use only

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|---|--|----------|----------|----------|--|----------|----------|--|----------|----------|--|----------|----------|
| <ol style="list-style-type: none"> 1. Application Fee as follows: <ol style="list-style-type: none"> a. COMMERCIAL : \$200.00 plus \$.05 per square foot for gross building floor area b. INDUSTRIAL: \$400.00 c. MULTI FAMILY RESIDENTIAL: \$150.00 plus \$10.00 per unit 2. Completed Land Use Application Form (marked for Site Plan). 3. Signed agreement for payment of development review expenses incurred by the Town. 4. Site Plan Map (20 Copies, minimum 18" x 24") clearly showing: <ol style="list-style-type: none"> a) Title of project b) North arrow, scale (not greater than 1"=100') and date of preparation c) Vicinity map d) Address of project e) Legal description of project f) Name, address and phone number of property owner. g) Name, address and phone number of person or firm responsible for plan. h) Lot size (square footage). i) Bearings and distances of all lot lines. j) Existing and proposed easements and rights-of-way. k) Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings. l) Gathering areas for people. m) Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned. n) Existing and proposed two (2) -foot contours. o) Existing waterways on or adjacent to the site. p) Finished floor elevations for all structures. q) Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted with respect to the property lines. | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100px;"></td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td style="width: 100px;"></td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td style="width: 100px;"></td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td style="width: 100px;"></td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> </table> | | Y | N | | Y | N | | Y | N | | Y | N |
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- r) Existing structures and their use.
- s) Square footage of the proposed building(s) and the footprint of the proposed building(s).
- t) Proposed structure height.
- u) For commercial and industrial uses, the type of activity and number of employees.
- v) For multi-family residential, the number of residential units and bedrooms per unit.
- w) Location of proposed signs and lights.
- x) Specifications for the signs and lights, including type, height and general conformance to the Code. For commercial and industrial uses, a photometric plan prepared by a qualified electrical or lighting engineer shall be submitted that depicts all lighting fixtures and the light spread (in footcandles) of these fixtures across the site to all property boundaries.
- y) Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned).
- z) Trash disposal areas and enclosures including specifications for enclosures.
- aa) Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems).
- bb) Location and size of water and sewer lines to which the service connections will be or are made.
- cc) Location and size of water meter(s).
- dd) Location and size of backflow-prevention devices.
- ee) Indication of how and where perimeter drain will drain (if one exists).
- ff) Location of existing electrical lines and poles on or adjacent to the site.
- gg) Location of proposed electrical service connection and meter location.
- hh) Location of electric transformer.
 - ii) Location of all fire hydrants. If none exist on site, note distance and direction of the closest hydrant adjacent to the site within 500 feet.
- jj) Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.
- kk) The distance from the proposed building(s) or structure(s) to adjacent lot lines, easements, and adjacent structures.
- ll) A land use chart (table).
- mm) Certificate blocks for signatures of owner, surveyor, utility providers, and Town approval, as applicable.

5. Demonstrate in written or graphic form how the proposed structure is consistent with this Code and development standards.

Y N

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6. A certified drainage report, including an erosion control study and plan, as applicable, must be reviewed and approved by the appropriate district (if applicable) prior to submittal of the report to the Town as part of the site plan application.
 7. Provide an existing and proposed landscape and open space plan consistent with this Code and the design standards.
 8. Provide complete building elevations, drawn to scale, with illustrations of all colors and identifying major materials to be used in the structure(s). In addition, Staff may require building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations when the impacts of a proposal warrant such information.
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Review, appeal and post-approval actions

Review

1. Within a reasonable period of time, Staff shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall then correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to the Town Clerk. The original application and all documents requiring a signature shall be signed in blue ink.
2. Commission visit to site. Prior to the Planning Commission public meeting, at least 3 members of the Commission will visit the site of the proposal.
3. Staff refers application. Staff may refer the site plan materials to parties of interest, other agencies and service providers for comments.
4. Site plan letters of support. Prior to the Planning Commission meeting, the applicant shall provide the Town with letters of support from all utility providers that will be serving the property.
5. Staff reviews application and prepares comments. Staff will review the site plan map to ensure it is consistent with the site plan review criteria. Staff may consider comments received during the referral period in its review of the site plan. Following the review, Staff will prepare a written report outlining any changes that the applicant must make before the site plan can be recommended for approval. This report will be forwarded to the applicant.
6. Applicant addresses staff comments. Applicant shall make all necessary changes to the site plan and resubmit a revised copy to the Town.
7. Subdivision Improvement Agreement (SIA). Staff may require that the applicant execute a subdivision improvement agreement to assure the construction of on-site and off-site improvements as a condition of approval of the site plan.
8. Planning Commission review and action. The site plan shall be presented to the Planning Commission for its review and action at the Commission's next available meeting. The Planning Commission may approve, conditionally approve or deny the site plan based on the site plan review criteria. Any action taken by the Planning Commission shall become final unless appealed. If the site plan is denied, the request or one that is substantially the same may not be heard by the

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Planning Commission for a period of one (1) year from the date of denial unless otherwise approved by the Board. Any Applicant, who wishes to appeal the action, shall file a written appeal stating the reasons why the Planning Commission action is incorrect. The applicant shall file the appeal with the Town Clerk within fourteen (14) days of the meeting at which such action was taken.

Appeal

1. Board consideration of appeals. The Board shall consider any appeal within forty-five (45) days of the close of the fourteen (14) day appeal period, except an appeal associated with a concurrent development application requiring Board review or approval, shall be considered with final action on the concurrent development application. The Board shall apply the site plan review criteria to uphold, modify, or reverse the Planning Commission's decision.

Post-approval

1. Submit and record Site Plan. Upon approval by the Planning Commission or, upon appeal, upon action by the Board, the applicant shall have thirty (30) days to submit two (2) original mylar drawings of the approved site plan to the Town Clerk for recording.
2. Other actions.
 - a. Building Permit. A building permit shall be issued only when a site plan has been approved. However, with the approval of the Town Clerk, an applicant may submit a building permit application concurrent with the site plan application. Building permits shall not be issued for any development that is not in conformance with the approved site plan.
 - b. Phasing and expiration of approval. The site plan shall be effective for a period of three (3) years from the date of approval, unless stated otherwise in the written site plan approval. Building permits shall not be issued based on site plans that have an approval date more than three (3) years old. For multi-phased plans, building permits shall not be issued based on an approval date more than three (3) years from the date of Phase I approval.