



# Ponderay - City Planning

## Site Plan Application

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### Cover Sheet

| Site/Project Information   |
|----------------------------|
| Brief Project Description: |
| Project Representative:    |
| E-mail:                    |
| Phone #'s:                 |
| Location:                  |
| Legal Description:         |

| Applicant/Owner Information |
|-----------------------------|
| Name:                       |
| Legal Owner:                |
| Signature:                  |
| Mailing Address:            |
| E-Mail:                     |
| Phone #'s:                  |

| Ponderay Planning Department |
|------------------------------|
| File Number:                 |
| Fees:                        |
| Zoning:                      |
| Received By :      Date:     |
| Comments:                    |



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### Procedures

1. Schedule preliminary meeting with the Planning Director to review sketch plans.
2. Submit plans to agencies identified by Ponderay Planning
3. Complete and return a site plan application with requisite fees, and proof of mailing or agency initials.
4. Provide the following with the completed application:

### Requirements

C. Additional Documentation: In addition to the application required by subsection B of this section, the applicant shall provide ten (10) copies or one 11x17 of the following:

1. Site Plan: Site plan, drawn to scale (1" = 4'; 1" = 10'; 1" = 20'; or 1" = 40'), showing the location and dimensions of all buildings, setbacks, road frontages, curb cuts, circulation patterns, loading service areas, parking, sidewalks, landscaped areas, signs, lighting, easements, utilities, floor plans, elevations and roofline dimensions;
2. Plan Showing Drainage Pattern: A plan showing drainage patterns for sites deemed by the planning director, to be minimally critical;
3. Storm Water Management Plan and Erosion Control Plan: Specific, detailed engineered storm water management plan and erosion control plan for the site, if requested by the planning director.
4. Open Space, Impervious Surface Area, Lot Size, Total Building Floor Area: A statement listing the total open space area, the total impervious surface area, the lot size, and the total building floor area;
5. Vicinity Map: A vicinity map, at the scale acceptable to the planning director, showing the current land segregation and existing land use within three hundred feet (300') of the subject property;
6. Dust Control: A statement demonstrating the measures to be taken to control dust, if deemed necessary by the planning director.
7. Ownership; Legal Right: A statement, together with good and sufficient documentary proof, of the applicant's ownership of the subject property or, if not the owner, the applicant's legal right or authorization to do the proposed work, such as lease agreement, easement, contract, etc.; and

8. Other Information: Any other plans, maps, artistic renderings, 3D Computer Models or information as the planning director may deem appropriate.

D. Waiver: Any item required under this section may be waived, in writing, by the planning and zoning commission upon a showing of good cause.

E. Deadline For Approval: Site plan approval must be obtained within six (6) months of the date the application is filed or the application will be deemed invalid and a new application will have to be filed.

F. Commencement Of Construction: Construction must begin within one (1) year after the site plan is approved. An extension of time for beginning construction may be requested, in writing, from the planning and zoning commission, which shall grant such an extension for a specified reasonable time upon a showing of good cause.

G. Supplementary Conditions and Safeguards: In recommending approval of any site plan the planning and zoning commission may also recommend appropriate conditions, bonds and safeguards. Conditions may involve, but are not limited to:

1. Minimizing adverse impact on adjacent property.
2. Controlling the sequence and timing of development.
3. Controlling the duration of development.
4. Assuring that the development is maintained properly.
5. Designating the exact location and nature of development.
6. Requiring a provision for on site or off site public facilities or services.
7. Requiring more restrictive standards than those generally required by this title.
8. Requiring buffers, lighting restrictions, and building materials as necessary to protect the nature and character of any scenic byways within the city.
9. Requiring professional design review, by criteria and process established by the planning director and adopted from time to time by resolution of the council.

H. Site plan approval shall be considered to be a concurrent signage plan, landscape plan, lighting plan, stormwater and erosion control plan or other required plan if submission is adequate to satisfy the above requirements.

I. Revisions: Any revision to an approved site plan must be approved by the city prior to proceeding with the additional work, revision or modification. (Ord. 6-2e, 2000; Ord. 6-2f, 2002; Ord. 6-21, 2005)