

**CITY OF MONTROSE  
SITE PLAN APPLICATION**

**PART I**

**To Be Completed by the Petitioner**  
**(Attach additional sheets, if necessary)**

---

1. Date: \_\_\_\_\_

2. Address of Location: \_\_\_\_\_

3. Parcel Location:  
On \_\_\_\_\_ side of \_\_\_\_\_  
(North, South, East, West) (Name of Street or Road)

Between \_\_\_\_\_ and \_\_\_\_\_  
(Name of Street or Road) (Name of Street or Road)

4. Property Description:  
\_\_\_\_\_  
(Insert address, tax number and/or attach legal description)

5. Property Dimensions:  
\_\_\_\_\_  
Frontage Depth Acreage  
(Indicate dimensions to nearest foot/acreage to nearest tenth acre)

6. Present Zoning District:  
\_\_\_\_\_  
(Present District[s])

7. Present Land Use:  
\_\_\_\_\_  
(How the property is currently developed?)

8. Proposed Land Use:  
\_\_\_\_\_  
(How the property is intended to be developed?  
Attach additional sheet(s) if required)

9. Required Site Plan Data:

- a. The date, north arrow, and scale. The scale shall not be more than one (1) inch equals twenty (20) feet.
- b. The name and address of the individual responsible for the preparation of the site plan.
- c. The property size in acres and square feet.

- d. All existing and proposed lot lines and dimensions, including setback lines and existing easements.
- e. The location of all existing structures, street right-of-ways, parking areas and driveways within one hundred (100) feet of property.
- f. The location and dimensions of all existing and proposed structures on the property.
- g. The location and dimensions of all existing and proposed drives, sidewalks, fences, curb openings, signs, and loading/unloading areas. Parking areas shall be shown, including the dimensions of a typical space and aisle. The total number of parking spaces to be provided and the method by which required parking was computed shall be noted on the site plan.
- h. Location of exterior site lighting shall be shown, including specification of the height and style of fixtures.
- i. Location of exterior trash facilities, including type of screening.
- j. The existing zoning of all properties abutting the subject property.
- k. Locations and specifications for all proposed landscaping on the site, including size at time of planting, and species of all plant materials to be installed.
- l. Size and location of existing and proposed sewer and water facilities and storm sewers including valves, hydrants, manholes, stormwater intakes and cleanouts.
- m. Locations of all utilities on the site, including but not limited to natural gas, electric, cable television, and telephone.
- n. Existing and proposed elevation contours shall be shown at two (2) foot intervals. Direction of drainage flows shall be indicated. If applicable, the boundary of any area within the 100-year floodplain, as determined by the Federal Insurance Administration flood insurance rate map, shall be identified.

10. Summary Schedules with the Following Information, as Applicable, Shall be Provided:

- a) Total site area.
- b) Net site area exclusive of right-of-way.

- c) Minimum, maximum, and average lot area.
- d) Number, size, and bedroom mix of dwelling units proposed.
- e) List of commercial uses proposed, and the gross floor area of each use.
- f) Area and percentage of site coverage by buildings, pavement and open space.
- g) For multiple-family development site plans, typical elevation views of the front and side of each type of building proposed, as well as typical dimensioned floor plans for each type of dwelling unit shall be shown.

11. Exhibits attached:

(Check the appropriate boxes)

— Legal Description  
Elevation Drawings

## Site Plan Vicinity Plan

12. Legal Property Owner(s) Signature:

Name(s) \_\_\_\_\_ Address(es) \_\_\_\_\_  
Signature(s) of legal owner(s) required prior to processing.

Phone No.(s)

13. Applicant(s):

Names(s) Address(es) Phone No.(s)  
(Insert name(s), address(es), and telephone number(s) of the legal representatives)

## PART II

## To Be Completed by City Zoning Administrator

## 1. Fee Payment:

Date Paid	Amount
-----------	--------

## 2. Planning Commission Review of Application

a) Planning Commission Action:

(Date of Application)

\* Condition(s) of Approval  
(state condition(s)/attach  
and reference additional  
sheets, if required)

\* Reason(s) for Denial  
(State reason(s)/attach  
and reference additional  
sheets, if required)

## What is a Site Plan?

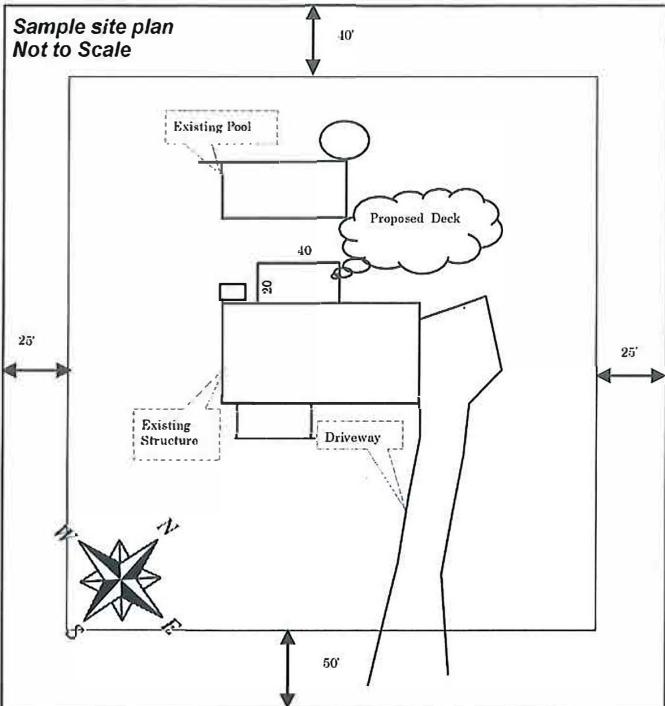
A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines. If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.), show where those meters will be relocated.

### What is REQUIRED for a Permit?

- Provide copies of the SITE PLAN

#### Notes:

1. Structures must meet zoning requirements and may not be permitted to be built over setback lines, easements, or property lines
2. A survey from a registered land surveyor will be required if your project is located in a protected area
3. An as-built survey may be required if the structure is proposed within 12" of a required minimum setback
4. If you are on a septic tank, you will be required to have approval from the county health department prior to issuance of a permit
5. If you do not know the location of your utilities, contact MISSDIG. Remember to ask them about the cost of this service.



## Construction Details

### What is REQUIRED for a Permit?

- Provide copies of a cross- sectional drawing showing:
  - footing dimensions
  - column dimensions
  - attachment details
  - Spans of joists, beams, decking, footings and dimensions of all material

#### NOTES:

1. Unless noted otherwise, all lumber shall be grade #2 or better and shall be pressure treated ACQ or CA-B

2. All lumber in contact with the ground shall be rated as "ground contact"
3. All screws or nails shall be hot dipped galvanized or stainless steel, and nails shall be ring shanked or annular grooved
4. All connectors shall use nails for attachment
5. All hardware shall be galvanized with a G-185 coating or shall be stainless steel
6. Stairways shall be not less than 36" in width
7. Conditions which do not meet these details will require a plan submission

### Tips For Hiring Contractors

- ◆ Hire only licensed contractors
- ◆ Get at least 3 bids
- ◆ Get 3 references, and ask to see a project
- ◆ Get it in writing - but before you sign the contract, make sure you completely understand
- ◆ Don't make final payment until you have a Certificate of Completion (CC) and you are satisfied
- ◆ Have the contractor apply for the required permits

