

SITE PLAN REVIEW PROCEDURE

PART A – PRE-PROCESSING	
STEP 1:	Obtain either Processing Form for Multiple-Family Site Plans or Processing Form for Nonresidential Site Plans from the Clerk and fill out in entirety.
STEP 2:	Submit the form and five (5) copies of the Site Plan to the Clerk with the \$_____ filing fee ten (10) days before the next Planning Commission meeting.
STEP 3:	The Clerk includes a list of Site Plans to be reviewed and forwards same along with two (2) copies of each site plan and completed form(s) to the Planning Commission and the Zoning Administrator.
PART B – PROCESSING AND REVIEW	
STEP 1:	The Zoning Administrator will review (and field check, if necessary) each Site Plan. The Zoning Administrator will develop his recommendations.
STEP 2:	At the Regular Meeting, the Planning Commission is informed of the various Site Plans to be reviewed and the significant points of each plan are briefly discussed. The applicant may be heard briefly to clarify various aspects of the site plan.
STEP 3:	The Planning Commission votes on each site plan and renders one of the following decisions: <ul style="list-style-type: none"> 1. Approval 2. Conditional Approval 3. Disapproval
PART C – IF GRANTED APPROVAL	
If the Site Plan meets the minimum requirements of the reviewing body, together with the requirements set forth in the Zoning Ordinance, approval is granted and no additional Plans need be submitted. "Final Approval" is then stamped on the Site Plan and indicated on the Processing Form. Upon such approval, the Zoning Official may then issue building permits based on the site plan.	
PART D – IF GRANTED CONDITIONAL APPROVAL	
If minor changes in the Site Plan are necessary to meet the requirements set forth by the reviewing body and/or Zoning Ordinance, the applicant is so informed. "Conditional Approval" is then stamped on the Site Plan and indicated on the Processing Form, together with the requested changes.	
In this case, a second Plan must be prepared (incorporating the necessary changes) and submitted to the Zoning Administrator. It shall be the responsibility of the Zoning Administrator to review the revised Site Plan, thereby insuring that the necessary changes have been made. If, in his opinion, these changes have been adequately provided, he shall grant approval of the revised Site Plan and building permits may be issued based on the site plan.	

PART E – IF DISAPPROVAL

If extensive revisions of the Site Plan are necessary to meet the requirements of the reviewing body and/or the Zoning Ordinance, the Plan shall be disapproved and the applicant requested to prepare an alternative Site Plan. In this case, "Disapproval" shall be stamped on the plan and indicated on the Processing Form, together with the reasons for disapproval. If the applicant desires to prepare an alternative Site Plan, the same procedure as indicated in Part A above shall apply.

Site Plans must be submitted to the Clerk at least ten (10) days prior to the regular meeting of the Planning Commission in order to be placed on the agenda of that meeting.