

_____ Building Department _____ Fire Marshal _____ City Council/Econ. Dev. Coord.	Application No. _____ Date Received _____ Review Fee \$ _____
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**CITY OF FRASER**  
**APPLICATION FOR SITE PLAN REVIEW/SPECIAL LAND USE APPROVAL**

Site Plan                       Special Land Use

Name of Project: _____ Address of Project: _____ Proposed Use: _____
Applicant's Name: _____ Address: _____ City: _____                      Zip: _____                      Phone: _____
Parcel Identification: _____ Complete Legal Description: (use opposite side or attach separately) Zoning: _____    Size in acres: _____    Parcel Width: _____    Parcel Length: _____
Legal Owner Name: _____                      Phone #: _____ Address: _____                      Email: _____
Site Plan Preparer's Name: _____ Phone: _____                      Fax: _____
<b>If the Petitioner is not the owner, state basis for representative (i.e., attorney, representative, option-to-buy, etc.):</b>   

Fifteen (15) copies of the application and site plan shall be submitted to the City at least twenty (20) days prior to a scheduled Planning Commission meeting (second Wednesday of the month at 8:00pm.) The site plan shall include all information required by the City of Fraser Zoning Ordinance. All plans must be folded when submitted. The applicant or representative must be present at the Planning Commission meeting. The site plan shall satisfy the requirements of the Zoning Ordinance for issuance of a building permit, but shall not exempt the applicant from compliance with all other City ordinances or requirements.

*The undersigned deposes that foregoing statements and answers and accompanied information are true and correct.*

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Signature of Legal Property Owner

\_\_\_\_\_  
 Please print/type name below signature

\_\_\_\_\_  
 Please print/type name below signature

## CITY OF FRASER

### SITE PLAN REVIEW PROCEDURES

#### **SUBMISSION REQUIREMENTS**

Submit fifteen (15) copies of the site plan and completed application form at the City Hall at least (20) days prior to a scheduled Planning Commission meeting. The site plan shall meet all applicable submission requirements of Section 7.02 of the City of Fraser Zoning Ordinance. **The completed application must be accompanied by the required fee, as established by Resolution of the City Council.** In most cases, the plans shall be prepared at standard engineering sizes and shall be folded to 10" by 12" or less in size. **Plans that are not folded WILL NOT be accepted. Please fold all plans prior to submittal.**

#### **STAFF PROCESSING**

City staff will date the application, accept fees, record the case number on the application and plans, and transmit cases.

The staff will forward copies of the site plan, when properly submitted, to the following:

- City Attorney
- Planning Commission (9 copies)
- Consulting Planner
- Planning commission File Copy
- Fire Marshal

The site plan review shall be placed upon the agenda of the Planning Commission meeting. Staff shall notify the petitioner of the date and time of the meeting.

Consultants and departments heads shall prepare their site plan checklist or written reviews and submit same to the Planning Commission at least six (6) working days prior to the meeting.

#### **PLANNING COMMISSION SECTION**

The Planning Commission shall review the site plan with reference to all applicable requirements of the City of Fraser Zoning Ordinance and the comments of the City Engineer, City Planner and City Departments, and shall act on the proposed plan as follows:

#### **APPROVAL**

Upon determination that a site plan is in compliance with the Zoning Ordinance, the site plan shall be approved. The Planning Commission may require a cash bond or letter of credit covering the estimated cost of all site improvements. When approval has been granted, the Planning Commission Chairperson shall date and sign two (2) sets of plans, noting any special conditions or requirements of each set of plans.

## **CONDITIONAL APPROVAL**

If, upon determination by the Planning Commission that a site plan is in compliance with all applicable requirements, except for minor changes, said revisions shall be so indicated on the site plan, in the minutes, or both. When these changes have been adequately provided, the applicant may resubmit the site plan to the Chairperson of the Planning Commission or the Building Inspector for written approval.

## **DISSAPPROVAL**

If the site plan does not meet Ordinance requirements or substantial revisions are necessary, the Planning Commission may deny such. If the case is denied, "Disapproval" shall be written on the plan and the reasons for the disapproval shall be indicated in the minutes of the Commission meeting. They may also be noted on the site plan.

## **PROCESSING**

After a site plan is acted upon by the Commission, two (2) signed plans will be distributed as follows:

- One (1) copy kept on file by the Planning Commission; and
- One (1) copy returned to the Applicant.

## **APPROVAL PERIOD**

Site plan approval shall be valid for on (1) year from the date of approval by the Planning Commission. Physical improvements to the site must begin within one (1) year and be completed within two (2) years of the plan approval will expire, unless an extension is requested in writing by the petitioner and renewed by the Planning commission prior to the expiration date (see Section 7.03 of the Zoning Ordinance.)

## **ZONING COMPLIANCE PERMIT**

Approval of the site plan (as submitted or with additions, corrections or alterations) by the Planning Commission shall satisfy the requirements of the Zoning Ordinance for a Building or Zoning Compliance Permit. It shall not exempt the petitioner from compliance with other City Ordinances. The Building Inspector shall not issue a building permit until site plan approval by the Planning Commission has been received. **Any changes to an approved site plan shall be resubmitted to the Planning Commission and be approved in writing.**

For your information and use as a personal checklist, the attached checklist is the form used by the City Departments and our Planning consultant in their review of your site plan. It is recommended that you use these forms as guidelines to the information you should be submitting with your site plan.

CITY OF FRASER

SITE PLAN REVIEW CHECKLIST

Date: \_\_\_\_\_

Subject: \_\_\_\_\_

To the following Department Heads:

- ( ) Assessing Department
- ( ) Building Department
- ( ) Fire Department
- ( ) Sewer & Water Department

		<b>Does Not Apply</b>	
<b>Yes</b>	<b>No</b>		

**ASSESSING DEPARTMENT:**

- |     |     |     |  |
|-----|-----|-----|--|
| ___ | ___ | ___ | is the legal description correct?            |
| ___ | ___ | ___ | did the parcel identification number change? |
| ___ | ___ | ___ | is it the correct lot or parcel number?      |

**BUILDING DEPARTMENT:**

- |     |     |     |  |
|-----|-----|-----|--|
| ___ | ___ | ___ | Do the application form and site plan meet the checklist?                        |
| ___ | ___ | ___ | is zoning appropriate for the projected use?                                     |
| ___ | ___ | ___ | does the proposed use meet front, rear and side yard requirements?               |
| ___ | ___ | ___ | is the building and proposed use cutting off future access to adjacent lands?    |
| ___ | ___ | ___ | is there potential impact upon existing or proposed uses or adjacent properties? |
| ___ | ___ | ___ | is off-street parking adequate?  |
| ___ | ___ | ___ | Have sign, fence and other ordinances been met?                                  |

**PUBLIC SAFETY:**

- |     |     |     |  |
|-----|-----|-----|--|
| ___ | ___ | ___ | is there location and adequacy of water lines and fire hydrants?   |
| ___ | ___ | ___ | Are additional on-site fire protection systems necessary?          |
| ___ | ___ | ___ | Are there accessible fire lanes, without moving cars or equipment? |
| ___ | ___ | ___ | is there adequate vehicle access for fire equipment?               |
| ___ | ___ | ___ | Can the facility be served in a reasonable period of time?         |

**City of Fraser  
Site Plan Review Checklist Continued**

Yes	No	Does Not Apply	
___	___	___	is there proper and adequate access to public streets?
___	___	___	Will there be pedestrian and vehicular safety?
___	___	___	Are there any conflicting access points?
___	___	___	Are there any parking and driveway conflicts?
___	___	___	Are there exterior lights that might blind motorists?
___	___	___	will truck loading, unloading or backing hinder traffic on the public street?

**SEWER, WATER AND STREETS:**

___	___	___	Will the overall City system is adequate to absorb the use?
___	___	___	Are there adequate lines at the site?
___	___	___	Are there necessary rights-of-way or utilities?
___	___	___	is storm drainage adequate?
___	___	___	Will holding or retention ponds be necessary on site?
___	___	___	Are there any downstream or upstream implications?
___	___	___	are building and parking lots emptying into the City storm drain or the streets?

**Please indicate any problems that you foresee:**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date