

_____ Building Department	Application No. _____
_____ Fire Marshal	Date Received _____
_____ City Council/Econ. Dev. Coord.	Review Fee \$ _____

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: _____

Site Plan Preparer's Name: _____
Phone: _____ Fax: _____

If the Petitioner is not the owner, state basis for representative (ie, attorney, representative, option-to-buy, etc.):

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

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.

SITE PLAN REVIEW CHECKLIST

Date: _____

Subject: _____

To the following Department Heads:

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

Yes	No	Does Not Apply
-----	----	----------------------

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? |

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:

Signature

Date