



SITE PLAN REVIEW APPLICATION

Applicant's Name: _____

Telephone Number: _____ E-mail: _____

Applicant's Address: _____

Site Plan Address: _____

Parcel ID #: _____

Application For:

☐ Zoning Site Plan Review

☐ Special Land Use

☐ Planned Unit Development (PUD)

☐ Planned Unit Development Modification

Description of Project:

To be completed by the City of Montague

Zoning District of Site: _____

Application Requires:

☐ Public Hearing / Public Notice

☐ Planning Commission Approval

☐ Planning Commission Recommendation to City Council

☐ City Council Approval

A site plan / development plan shall be drawn to a readable scale and include the following information:

CONTACT INFORMATION

- ☐ Date, arrow indicating North and scale.
- ☐ Name, address, telephone number, and e-mail of the applicant.
- ☐ Name, address, telephone number, and e-mail of person / agency preparing the plan.

BASE PARCEL INFORMATION

- ☐ Address, legal description and tax ID number of the subject property.
- ☐ Size of the parcel, in acres and square feet.
- ☐ Existing and proposed lot lines and dimensions; including setback lines.
- ☐ Location of all abutting properties, existing structures, adjacent street(s), street right-of-way, pavement, access drives, and driveways within 100 feet.
- ☐ Location, size, and use of existing and proposed easements.

SITE DESIGN INFORMATION

- ☐ Location and dimensions of all existing and proposed structures on the subject property (buildings, signs, walls, dumpsters, fences, accessory buildings, utility equipment, etc.).
- ☐ Location and dimensions of all existing and proposed drives, sidewalks, curb openings, curbing, loading / unloading areas (include vehicle and pedestrian circulation routes).
- ☐ Location of parking areas and spaces (include number of spaces, dimensions, and location of barrier free parking).
- ☐ Location of exterior lighting (include specifications on height, type of fixture, and light / glare containment capability).
- ☐ Proposed landscaping (include size and species of plant materials); and irrigation if applicable.

UTILITY DESIGN INFORMATION

- ☐ Location and size of existing and proposed sewer and water supply systems, storm sewers (including intakes, cleanouts, and discharge points), fire hydrants, and manholes.
- ☐ Location of all other public and private utilities on the site, including, but not limited to natural gas, electric, cable television, fiber optic, and telephone / voice cable.

ENVIRONMENTAL SITE DESIGN INFORMATION

- ☐ Existing and proposed site topography (not to exceed five-foot contour intervals).
- ☐ Proposed method of site surface water and drainage; including any proposed surface and subsurface facilities.
- ☐ Boundary and location of any state / federally regulated areas on the property; including but not limited to floodplains, wetlands, lakes, streams, etc.

Application for a site plan review MUST BE accompanied by:

- ☐ 12 copies of the site plan / development plan
- ☐ Supporting documentation and project information considered necessary to achieve a determination of ordinance compliance. *
- ☐ Copy of property survey *(if available)*
- ☐ Property staking completed *(if applicable)*
- ☐ Applicable fee
- ☐ PUD applications shall also include:
 - ☐ A narrative statement describing the overall objectives of the PUD and the standards of the PUD approval.
 - ☐ A listing of the underlying Zoning District requirements and standards that the applicant seeks to have relaxed and/or waived, based on the design and uses proposed for the PUD.

**City staff may request additional information as part of review process including, but not limited to, environmental impact assessments, emergency vehicle access assessment, traffic studies, market impact studies, utility impact assessments, and cost-benefit assessment (cost of project to the city, based on provisions of city services in return for tax base and other revenue).*

Application Fee Schedule
<p>Site Plan Review</p> <ul style="list-style-type: none"><input type="checkbox"/> \$150 - Projects Costing \$0 - \$50,000<input type="checkbox"/> \$300 - Projects Costing \$50,001 - \$200,000 <i>A \$200 deposit, in addition to the fee, will be required if the City Engineer is required to review the plans.</i><input type="checkbox"/> \$500 - Projects Costing over \$200,000 <i>A \$500 deposit, in addition to the fee, will be required if the City Engineer is required to review the plans.</i> <p>Special Use Permit</p> <ul style="list-style-type: none"><input type="checkbox"/> \$300 (includes Site Plan Review fee and Public Hearing fees) <p>Planned Unit Development</p> <ul style="list-style-type: none"><input type="checkbox"/> \$500 – PUD Site Plan Review <i>Plus applicable deposit to be determined by City staff, in addition to the fee, for covering City's legal fees and applicable consultants to review plans and ordinance compliance.</i>
Checks payable to the City of Montague. Deposits may not include all associated costs the City may incur for plan review activities; costs which the applicant will be liable to cover.

All materials must be returned to the zoning administrator at least 21 (twenty-one) days prior to the next scheduled Planning Commission meeting.

Authorizations:

- ☐ I hereby attest that the information on this application forms is, to the best of my knowledge, true and accurate.
- ☐ I hereby grant permission to the members of the City of Montague Planning Commission and City Council to enter the above described property for the purposes of gathering information related to this application. *This permission is optional and failure to grant permission will not affect any decisions on your application.*

Signature: _____ Date: _____

To be completed by the City of Montague	
<p>Date Received: _____</p> <ul style="list-style-type: none"><input type="checkbox"/> Fee Paid<input type="checkbox"/> Site Plan & Supporting Materials<input type="checkbox"/> Property Staking	<p>Date of Hearing: _____</p> <ul style="list-style-type: none"><input type="checkbox"/> Planning Commission Approval<input type="checkbox"/> Planning Commission Recommendation to City Council<input type="checkbox"/> City Council Approval<input type="checkbox"/> Approved w/ Conditions<input type="checkbox"/> Denied
<p>Approval Conditions: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Date: _____ Authorized Signature: _____</p>	