

APPLICATION FOR COMPLIANCE REVIEW MINOR SITE PLAN



If Required by the Development Review Committee
See Zoning Ordinance Chapter 7, Development Review Process
Minor Site Plan Fee: \$25

Project Address: _____

PROPERTY OWNER: _____

Address: _____

Phone: _____ Email: _____

DEVELOPER (if different): _____

Address: _____

Phone: _____ Email: _____

Legal Description: _____

Property Zoning: _____

Total Site Area: _____ Building Area: _____

OWNER'S SIGNATURE _____

I hereby authorize the person named below to act as my agent in all matters pertaining to this application.

PRIMARY CONTACT _____

Address: _____

Phone: _____ Email: _____

FOR OFFICE USE ONLY

Date Received _____ Received By: _____

Fee Collected? Y N Approved by Administrative Officer Y N

Use this application only if the DRC determines your project requires a minor site plan
See Instructions on Reverse

MINOR SITE PLAN APPLICATION INSTRUCTIONS

Upon review of a concept plan, as required in Chapter 7 of the Zoning Ordinance, "Development Review Process," the Development Review Committee (DRC) will determine if a plan is a "minor" or "major" site plan.

The DRC may determine a site plan is "minor" when:

- a. The project is for construction of a building with a total gross floor area of eight hundred (800) square feet or less, or a building addition that adds no more than ten (10) percent total gross floor area to an existing building or is eight hundred (800) square feet in total gross floor area, whichever is less.
- b. The application is for a form or function that does not have an exterior effect on the site.
- c. The project is otherwise determined by the DRC, after a report and recommendation by the Administrative Officer, to be a simple site plan with minimal or no discernible impact on surrounding property.

If the DRC determines that a project requires review of a minor site plan, the developer is required to obtain this application. **Use this application only if the DRC determines your project requires a minor site plan.** During the concept plan review with the DRC, you should have received advice on specific items necessary for your site plan. In most cases, the concept plan may serve as the minor site plan, but the DRC may have identified elements that are necessary to ensure that the project is in compliance with the Zoning Ordinance and other applicable requirements. Please be certain that all such elements are included on your minor site plan before submitting it for final compliance review.

Submit the following to the Administrative Officer (Development Services Department) for final compliance review:

1. This completed application
2. Minor Site Plan Review fee: \$25.00
3. Three (3) sets of the minor site plan, including all supporting documentation (narrative description, lighting details, etc., and any other document required by the Administrative Officer or the DRC). These plans must be separate from any plans to be submitted for building permits. Alternatively, one (1) set of the documents can be submitted electronically, and we will print the three sets; plan drawings must be reproducible at 11" x 17". Submit to DevelopmentReview@masoncity.net.

If the project is for a use that is listed in the Forms and Functions Table in the Zoning Ordinance as "P1," "P2" or "C," additional review is required by the Planning and Zoning Commission, the City Council or the Zoning Board of Adjustment after development review. Contact the Planning and Zoning Division at (641) 421-3626 for more information.

The Administrative Officer will review the Minor Site Plan and determine if the project complies with the Zoning Ordinance and other applicable requirements. After being stamped "In Compliance," one set will be returned to the applicant. Keep a copy of the stamped plan at the project site so that construction conforms to the approved plan.

Questions? Contact the Planning and Zoning Division at (641) 421-3626.