



# SITE PLAN

## Application Instructions

### Staff Use Only

Application Number: \_\_\_\_\_

Received by: \_\_\_\_\_

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

Fees Paid: \$ \_\_\_\_\_

Complete: Y N

*The site plan is a prerequisite to a building permit for all multi-family, commercial, and industrial developments. The site plan shows how the lot will be developed so that the City can ensure that the site design will be in compliance with all City regulations.*

### **Required for Site Plan consideration**

(ref. Craig Municipal Code 16.04.100)

**Staff use  
only**

1. Application fee of \$800.00.

**Y N**

2. Completed ***Land Use Application*** Form attached (**marked for Site Plan**).

**Y N**

3. Site Plan Map (5 copies **minimum size 18" x 24"**) clearly showing:

**Y N**

- Title of project
- North arrow, scale (not greater than 1"=100') and date of preparation
- Vicinity map
- Address of project
- Legal description of project
- Name, address and phone number of property owner.
- Name, address and phone number of person or firm responsible for plan.
- Lot size (square footage)
- Bearings and distances of all lot lines.
- Existing and proposed easements and rights of way.
- Existing and proposed paved areas and sidewalks on the site and in the adjacent rights of way, all dimensioned, showing how pedestrians will have access to the site and buildings
- Gathering areas for people.
- Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned.
- Existing and proposed two (2) foot contours.
- Existing waterways on or adjacent to the site.
- Finished floor elevations for all structures.
- Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted with respect to the property lines.

- Existing structures and their use.
- Square footage of the proposed building(s) and the footprint of the proposed building(s).
- Proposed structure height.
- For commercial and industrial uses, the type of activity and number of employees.
- For multi-family residential, the number of residential units and bedrooms per unit.
- Location of proposed signs and lights.
- Specifications for the signs and lights, including type, height and general conformance to the Code. For commercial and industrial uses, a photometric plan prepared by a qualified electrical or lighting engineer shall be submitted that depicts all lighting fixtures and the light spread (in footcandles) of these fixtures across the site to all property boundaries.
- Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned).
- Trash disposal areas and enclosures including specifications for enclosures.
- Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems).
- Location and size of water and sewer lines to which the service connections will be or are made.
- Location and size of water meter(s).
- Location and size of backflow-prevention devices.
- Indication of how and where perimeter drain will drain (if one exists).
- Location of existing electrical lines and poles on or adjacent to the site.
- Location of proposed electrical service connection and meter location.
- Location of electric transformer.
- Location of all fire hydrants. If none exist on site, note distance and direction of the closest hydrant adjacent to the site within 500 feet.
- Location of detention/retention areas and storm sewer infrastructure with the required drainage easements.
- The distance from the proposed building(s) or structure(s) to adjacent lot lines, easements, and adjacent structures.
- A land use chart (table).
- Certificate blocks for signatures of owner, surveyor, utility providers, and City approval, as applicable.

- |    |                                                                                                                                                                                                                                                                                                                                                       |   |   |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 4. | Demonstrate in written or graphic form how the proposed structures are consistent with this Code and development standards.                                                                                                                                                                                                                           | Y | N |
| 5. | A certified drainage report, including an erosion control study and plan, as applicable, must be reviewed and approved by the appropriate district (if applicable) prior to submittal of the report to the City as part of the site plan application.                                                                                                 | Y | N |
| 6. | Provide a proposed landscape and open space plan consistent with this Code and the design standards detailed in Chapter 16, Article 2 of the Craig Land Use Code.                                                                                                                                                                                     | Y | N |
| 7. | Provide complete building elevations, drawn to scale, with illustrations of all colors and identifying major materials to be used in the structure(s). In addition, Staff may require building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations when the impacts of a proposal warrant such information. | Y | N |
| 8. | Names and mailing addresses (formatted for Avery 8160 mailing labels) for all property owners within 300 feet of the subject property.                                                                                                                                                                                                                | Y | N |

## **Review and post-approval actions**

### **Review:**

1. Within a reasonable period of time, Staff shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall then correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to the City. The original application and all documents requiring a signature shall be signed in blue ink.
2. Staff refers application. Staff may refer the site plan materials to parties of interest, other agencies and service providers for comments. Notice of the Planning Commission and City Council meetings will be published as per the policy of the City of Craig.
3. Applicant posts notice on the subject property. Notice of the time and date of the upcoming City Council and Planning Commission meetings must be posted on the property within a reasonable period of time before the meetings.
4. Site plan letters of support. Prior to the Planning Commission meeting, the applicant shall provide the City with letters of support from all utility providers that will be serving the property.
5. Staff reviews application and prepares comments. Staff will review the site plan map to ensure it is consistent with the site plan review criteria. Staff may consider comments received during the referral period in its review of the site plan. Following the review, Staff will prepare a written report outlining any changes that the applicant must make before the site plan can be recommended for approval. This report will be forwarded to the applicant.
6. Applicant addresses staff comments. Applicant shall make all necessary changes to the site plan and resubmit a revised copy to the City.
7. Subdivision Improvement Agreement (SIA). Staff may require that the applicant execute a subdivision improvement agreement to assure the construction of on-site and off-site improvements as a condition of approval of the site plan.
8. Planning Commission review and recommendation. The site plan shall be presented to the Planning Commission for its review and recommendation at the Commission's next available meeting. The Planning Commission may recommend approval, conditionally approval or denial of the site plan by the City Council based on the site plan review criteria.
9. City Council action. The City Council may approve, approve with conditions, or deny the site plan based upon the site plan review criteria

**Post-approval:**

1. Submit and record Site Plan. Upon approval by the City Council, the applicant shall have thirty (30) days to submit two (2) original mylar drawings of the approved site plan to the City for recording.
2. Other actions.
  - a. Building Permit. A building permit shall be issued only when a site plan has been approved. However, with the approval of the City, an applicant may submit a building permit application concurrent with the site plan application. Building permits shall not be issued for any development that is not in conformance with the approved site plan.
  - b. Phasing and expiration of approval. The site plan shall be effective for a period of three (3) years from the date of approval, unless stated otherwise in the written site plan approval. Building permits shall not be issued based on site plans that have an approval date more than three (3) years old. For multi-phased plans, building permits shall not be issued based on an approval date more than three (3) years from the date of Phase I approval.



**Staff Use Only**

Application Number: \_\_\_\_\_

Received By: \_\_\_\_\_

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

# LAND USE APPLICATION

- 1. This is the master land use form for the City of Craig. Please use to apply for:**  
(please circle one of the following as appropriate)

Administrative Subdivision  
Major Subdivision **1 2 3**  
Planned Development Overlay  
Sign Permit  
Temporary Use

Annexation  
Variance or Appeal  
Minor Subdivision  
Rezoning  
Other: \_\_\_\_\_

Conditional Use  
Waiver  
RV Park  
Site Plan

- 2. Project Name:** \_\_\_\_\_  
please print or type legibly

- 3. Contact information:** (a list of additional contacts may be attached)

Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

- 4. Property Description:**

Address or Location: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

- 5. Purpose:** (describe intent of this application in 1-2 sentences)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 6. Certification:** (must be signed in blue ink)

*I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.*

Owner: \_\_\_\_\_ Date: \_\_\_\_\_ **AND**

*I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the City of Craig must be submitted prior to processing of this application.*

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