



VILLAGE OF
Caledonia

SITE PLAN REVIEW & SPECIAL USE APPLICATION

Date: _____

PP#: _____ (Attach Legal Description)

Applicant Name: _____

Business Name: _____

Address: _____ City: _____ Zip: _____

Telephone #: _____ Email: _____

Owner's Name (if not applicant): _____

Address: _____ City: _____ Zip: _____

Telephone #: _____ Email: _____

Interest of applicant in subject property: _____

Describe any chemicals, paints, solvents, or hazardous materials to be stored or used: _____

Description of proposed development: _____

Zoning District (Please circle):

AG R-1 R-2 R-3 R-4 C-1 C-2 PUD

The following 17 points make up the **CHECKLIST** of required information needed on the drawing for final plan approval (unless specifically waived by the Planning Commission). Please go over this **CHECKLIST** with the City Manager and Zoning Administrator before presenting to the Planning Commission.

A site plan, based on an accurate land survey, may be required to include all of the following information and, if required by the Planning Commission, it shall be prepared by and shall bear the seal of a registered professional engineer or architect:

1. Date, north arrow, and scale (not more than 1" = 100', supplementary site plans at a 1" = 50' or larger scale are encouraged) _____
2. Legal description and Village address of the subject property _____
3. The size in acres or square feet of the subject property _____
4. All lot and/or property lines with dimensions, including setback lines _____
5. The location and dimensions of all existing and proposed structures on the subject property as well as structures to be removed. _____
6. The location and dimensions of all existing and proposed: Drives, Curb Openings, Sidewalks, Exterior Lighting, Curbing, Parking Areas, Unloading Areas, Signage _____
7. The location and width of abutting roads, alleys, and easements _____
8. The existing zoning of all properties abutting the subject project _____
9. The location of all existing and proposed: landscaping and vegetation location, height, and type of existing and proposed fence and walls _____
10. Size and location of existing and proposed hydrants and utilities including proposed connections to public sewer and water supply systems and proposed storm drainage plans and improvements. _____
11. The location and size of existing and proposed septic and drain fields _____
12. Proposed contour intervals shown at two (2) foot intervals _____
13. Proposed landscaping by type, size, and character (must be maintained as approved) _____

14. Refuse service areas and containers _____
15. Location and type of all buildings within 100 feet of the subject property _____
16. Location and width of all driveways serving adjacent property within 100 feet of the subject property, on each side of the street. _____
17. Traffic impact/operations study by a MDOT pre-qualified consulting firm. If traffic signals are part of the plan, a signal operations study by a pre-qualified Signal Operations consultant. (MDOT Traffic Safety Note 607A) _____

Please allow a minimum of 20 business days for review, and then it will be scheduled for the next available meeting

In addition to aforesaid fee, the applicant may be charged for additional expenses for meetings, studies, or technical reviews that are not covered by the fee. These are payable whether or not the action requested is granted. All fees and additional charges must be paid before any building permit or certificate of occupancy is issued.

I hereby acknowledge that I understand the above requirements and all the above statements and accompanying materials are true and correct and by applying my signature, I am authorizing Village officials and Zoning Board of Appeals members to make on site inspections regarding this application.

I have read and understood the attached Escrow Affidavit and Resolution Establishing Fees for Reimbursable Expenses.

Signature of applicant _____

Printed name of applicant _____

Date _____