

TOWN OF CLAY

APPLICATION FOR SITE PLAN APPROVAL

INSTRUCTIONS

1. Legal requirements for Site Plan approval can be found in the Town Zoning Code, section 230.26. A preliminary conference with the Commissioner of Planning and Development would be helpful in determining the need for site plan approval, and in determining the need for other approvals that may be required.
2. File the **ORIGINAL** and **TWO (2) COPIES** of the Application for Site Plan Review and Approval, together with supporting documents, with the Town of Clay Commissioner of Planning and Development.
3. Attach the following supporting documents to both the **ORIGINAL** and the **COPIES** of this application:
 - (a) Environmental Assessment Form (EAF)
 - (b) The legal description of the subject property
 - (c) A survey of the property, showing existing features of the property, including contours, buildings, structures, major trees, streets, utility easements, right-of-way, land use and sign locations.
 - (d) A statement showing the construction sequence and time schedule for completion of each phase for buildings, parking spaces, landscaped areas, and other significant areas.
 - (e) A statement setting forth a description of the proposed uses including hours of operation, number of employees, expected volume of business, and type and volume of traffic expected to be generated.
4. Provide ***eight (8) copies*** of a site plan drawn to scale showing items listed on the SITE PLAN REQUIREMENTS. Include a site location plan indicating major landmarks and roads leading to major highways. These plans will be distributed to interested parties prior to the scheduled meeting.
5. Provide ***one (1) set*** of preliminary architectural drawings for structures delineated to be constructed, including floor plans, exterior elevations, sections and dimension.
6. Provide ***four (4) sets*** of preliminary engineering plans, including street improvements, public utility systems and hydrant locations. These will be distributed to the Town Engineer and Town Attorney.
7. Payment of the \$ _____ administration fee must accompany the filing of this Application for Site Plan Review and Approval. Deposits may be required for work items that are to become Town property.
8. Provide an additional ***seven (7) copies*** of site plan for Board Members the night of the Public Hearing.
9. An electronic copy (pdf) of the plan (disk or email) must be submitted.

NOTE: ALL SURVEYS, MAPS, ETC., THAT ARE SUBMITTED MUST BE FOLDED TO 8 ½" x 14" MAXIMUM (except any copies provided the night of the public hearing).