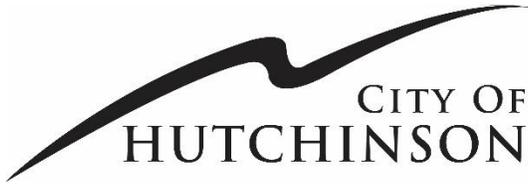


PLAN REVIEW APPLICATION

for minor development projects



CITY OF HUTCHINSON
Planning and Development Department
125 E Avenue B, Hutchinson, KS 67501
620-694-2639 ph ~ 620-694-2673 fax

FOR OFFICE USE ONLY

NO FEE

DATE RECEIVED: _____ **CASE #:** _____ **DRC MEETING DATE:** _____

PROJECT INFORMATION

Project Address _____

Applicant _____ **Company** _____

Mailing Address _____

Phone _____ **E-Mail** _____

Property Owner _____

Mailing Address _____

Phone _____ **E-Mail** _____

Agent Information _____ **Company** _____

Mailing Address _____

Phone _____ **E-Mail** _____

Surveyor/Engineer/Architect (attach additional pages, if needed)

_____ **Company** _____

Mailing Address _____

Phone _____ **E-Mail** _____

PROJECT TYPE

At the discretion of the Zoning Administrator, a Plan Review Application may be required for the following project types:

- A minor development project, building, or addition less than 1,000 square feet in size.
- The construction, reconstruction, redesign, or modification of a parking lot or drive-through.
- Removal or replacement of approved landscaping or changes to an approved landscape plan.
- Other projects which do not qualify as a major development project.

PLEASE DESCRIBE THE SCOPE OF YOUR PROJECT:



PLAN REVIEW SUBMITTAL REQUIREMENTS

- Completed and signed Plan Review Application form.**
- 1 full-size copy or PDF of the Site Plan.**
(Site plans must be legible and drawn to scale.)
- 1 full-size copy or PDF of the Landscaping Plan.**
(Landscape plans must be legible and drawn to scale.)
- 1 full-size copy or PDF of Architectural Elevation Drawings.**
(Architectural elevation drawings shall be scaled and shall include all elevations of the structure. Proposed materials and colors shall be included on the elevation drawings.)
- Other documentation, as requested by the Zoning Administrator.**

PLAN REVIEW PROCESS

1. Submit the **Plan Review Application** and supporting materials to the Planning and Development Department.
2. Following receipt of a complete **Plan Review Application**, planning staff will transmit application materials to the Development Review Committee (DRC) for their review.
3. Within 9 business days, the DRC will provide written comments, which will be sent to the applicant.
4. Based upon the comments received, revised plans may be required. Revised plans, once received, will be routed to the DRC for final comment.
5. Once approvable plans are submitted, reviewed and approved, Planning staff will notify the applicant.
6. Following plan approval, the applicant may proceed to obtain the appropriate permits for the project.

We, the undersigned, hereby authorize the submittal of this application and associated documents and certify that all the information contained therein is true and correct.

(Signatures of property owners)

Signature

Signature

Printed Name

Printed Name