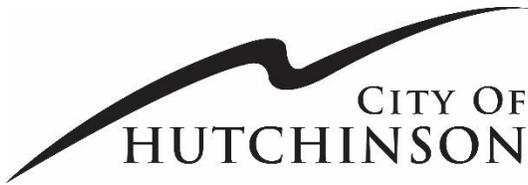


2017 SITE PLAN REVIEW APPLICATION



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

FOR OFFICE USE ONLY

FEE (\$50): _____

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

A Site Plan Review Application is required for any of the following project types, per Sec. 27-1001 of the City Code. (Check all that apply):

- Construction of one or more buildings with a gross floor area of 1,000 square feet or more.
- Construction of an addition with a gross floor area of 1,000 square feet or more.
- Construction of an addition which increases the gross floor area of a building by 20 percent or more.
- Commercial or industrial construction (new construction or an addition to an existing building) on a parcel within 100 feet of a residential zoning district.
- Construction of a multiple family dwelling with 4 or more dwelling units.
- A use with a drive-in, drive-through, or exterior vehicular service or waiting area.
- A use with outdoor storage of materials, goods or vehicles.
- Planned unit development (PUD).
- Modification that impacts parking areas, drive aisles, pedestrian or vehicular circulation, or drainageways.
- Any development in the Gateway Corridor Overlay District.
- Manufactured home subdivision or manufactured home park.
- Recreational vehicle park.

SITE PLAN REVIEW SUBMITTAL REQUIREMENTS

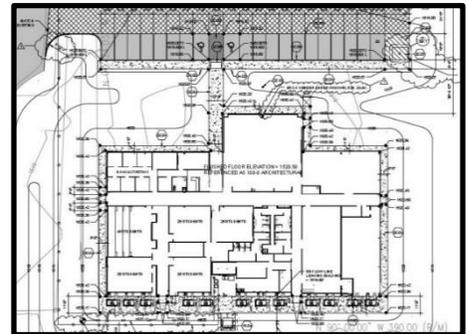
- Completed and signed Site Plan Review Application form.**
- 4 full-size copies of the Site Plan.**
(Site plans must be on paper not less than 18 x 24 inches and drawn at a scale of not less than 1 inch: 50 feet.)
- 2 full-size copies of the Landscaping Plan.**
(Landscape plans must be on paper not less than 18 x 24 inches and drawn at a scale of not less than 1 inch: 50 feet.)
- 2 full-size copies of Elevation Drawings.**
(Elevation drawings shall be scaled and shall include all elevations of the structure. Proposed materials and colors shall be included on the elevation drawings.)
- 1 reduced version (11"x17") of the Site Plan, Landscaping Plan and Elevation Drawings.**
- 1 electronic version (PDF) of all drawings (Site Plan, Landscaping Plan and Elevations) submitted via email to: Charlene@Hutchgov.com.**
- Drainage Study and/or Traffic Impact Study.** Please contact the Director of Engineering, 620-694-2645, to determine if these studies are required.
- Other documentation, as required.**

SITE PLAN CHECKLIST

THE SITE PLAN DRAWING SHALL CONTAIN THE FOLLOWING:

- The name and mailing address of the applicant and owner of record, if not the same as the applicant.
- The legal description of the property.
- Date, scale, north arrow, title and preparer's name.
- Location and dimensions of:
 - Property lines
 - Easements
- Location and dimensions of existing and proposed:
 - Structures
 - Parking spaces, accessible spaces, access aisles and drive aisles
 - Driveways
 - Loading areas
 - Trash receptacles and screening
 - Fences
 - Screening
 - Signs
 - Lighting
 - Stormwater storage and conveyance facilities
 - Utilities (e.g. water, sanitary sewer, gas, electric)
- Drainage plan showing direction of storm water runoff.
- Use of existing and proposed structures.
- The approximate location of structures on adjoining properties.
- Location and extent of outdoor display/storage areas, existing and proposed.

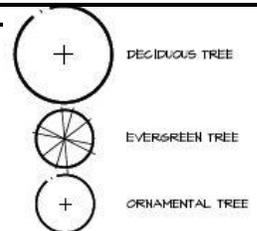
SAMPLE



LANDSCAPING PLAN CHECKLIST

THE LANDSCAPING PLAN SHALL CONTAIN:

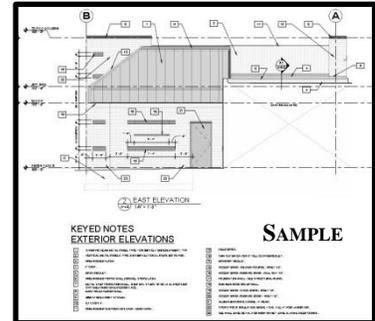
- The name and mailing address of the applicant and owner of record.
- Date, scale, north arrow, title and preparer's name.
- Location, description and type of existing and proposed plantings.
- Description of the irrigation system, both existing and proposed.
- City of Hutchinson "Landscaping Point Calculation Sheet" available at: www.hutchgov.com (either on the face of the plan or as an accompanying document).



ELEVATION DRAWINGS CHECKLIST

THE ELEVATION DRAWINGS SHALL CONTAIN THE FOLLOWING:

- The name and mailing address of the applicant and owner of record.
- Date, scale, title and preparer's name.
- Height of the structure, both existing and proposed.
- Description of exterior materials, both existing and proposed.
- Drawings of all sides of the building.
- Screening plans for all exterior ground-mounted, roof-mounted and wall-mounted mechanical equipment.



SITE PLAN REVIEW PROCESS

1. Submit the **Site Plan Review Application** and all required supporting materials to the Planning and Development Department in accordance with the application deadlines on page 4.
2. Following receipt of a complete **Site Plan Review Application**, planning staff will transmit application materials to the Development Review Committee (DRC) for their review.
3. The DRC will meet to discuss the project. The DRC will provide written comments to the applicant within three business days.
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, Planning staff will provide the applicant with an approval letter.
6. Following Site Plan approval, the applicant may proceed to the Inspection Department 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.
(Signature of property owners)

Signature

Signature

Printed Name

Printed Name

Site Plan Review Application Submittal Deadlines and Meeting Schedule

| Application Deadline | Development Review Committee Meeting 8:30 a.m. |
|---------------------------------|---|
| December 26, 2016 | January 10, 2017 |
| January 9, 2017 | January 24, 2017 |
| January 30, 2017 | February 14, 2017 |
| February 13, 2017 | February 28, 2017 |
| February 27, 2017 | March 14, 2017 |
| March 13, 2017 | March 28, 2017 |
| March 27, 2017 | April 11, 2017 |
| April 10, 2017 | April 25, 2017 |
| April 24, 2017 | May 9, 2017 |
| May 8, 2017 | May 23, 2017 |
| May 30, 2017 | June 13, 2017 |
| June 12, 2017 | June 27, 2017 |
| June 26, 2017 | July 11, 2017 |
| July 10, 2017 | July 25, 2017 |
| July 24, 2017 | August 8, 2017 |
| August 7, 2017 | August 22, 2017 |
| August 28, 2017 | September 12, 2017 |
| September 8, 2017 | September 26, 2017 |
| September 25, 2017 | October 10, 2017 |
| October 9, 2017 | October 24, 2017 |
| October 30, 2017 | November 14, 2017 |
| November 13, 2017 | November 28, 2017 |
| November 27, 2017 | December 12, 2017 |
| December 6, 2017 | December 26, 2017 |