



City of Carbondale  
 Planning & Development Management  
 200 S. Illinois Avenue  
 Carbondale, Illinois 62901  
 Phone (618) 457-3248  
 Fax (618) 457-3289  
 Explorecarbondale.com

**APPLICATION FOR SITE PLAN APPROVAL**

**Application Fee: \$25**

Name of Applicant		Date of Application			
Owner of Subject Property					
Applicant is (Pick One)	Property Owner	Contractor	Architect	Engineer	Other
Name and Location of Development					

**INTRODUCTION**

Prior to the construction or expansion of a commercial development, a residential development of more than two units, or a parking lot of more than four spaces, site plan approval by the City of Carbondale is required. Planning & Development Management coordinates the site plan review. It is suggested that the applicant prepare a preliminary site plan and Application for Site Plan Approval for review by the Development Assistance Committee (DAC). The DAC is comprised of representatives from Engineering; Water and Sewer Operations; Building & Neighborhood Services; Fire; Police; and Planning. The DAC will review the plan and suggest modifications that should be incorporated into site plan prior to the submittal of a full set of plans. City staff is available to assist an applicant throughout the site plan review process and will meet with the developer as often as necessary. A document, the "Site Plan Checklist, A Guide to Completing the Site Plan Application," has been prepared to assist the applicant in completing the site plan application. Questions pertaining to the Application or Checklist should be addressed to the Planning & Development Management Division at the phone number listed above. This application serves as a means of recording what is required of the applicant in accordance with Title 15, Article 6.10 of The Revised Code of the City of Carbondale.

**INSTRUCTIONS**

What's needed to start the process:

- Receipt of completed application form (this form)
- Receipt of \$25 application fee (check payable to the City of Carbondale)
- Receipt of eight copies of the official site plan
- Engineering certification of the drainage design

Step by step instructions:

1. After receipt of the Site Plan, application, and fee, the site plan will be distributed to each member of the Development Assistance Committee. The Committee will then schedule a meeting to discuss the plan and recommend any changes that may be necessary. The results of the meeting will be formulated into a letter from the Director of Development Services to the applicant. The letter may require modifications of the site plan before approval if required changes necessitate such redrawing.

2. When the site plan is approved, the approval letter and stamped approved copies of the plan must be signed by the applicant or authorized agent, and the City's Director of Development Services. The letter will be attached to the "Approved" site plan which will be distributed to: The applicant, Building & Neighborhood Services, Public Works-Engineering, Water and Sewer Operations, Fire Department, Police Department, and Planning Services.
3. An "Approved" site plan is evidence to Building & Neighborhood Services that a building permit may be applied for. The Building & Neighborhood Services Division is responsible for assuring that the provisions of the "Approved" site plan are complied with. Occupancy permits will not be issued until the development is in substantial compliance with the site plan requirements.
4. Where the approved site plan has been substantially complied with but the owner or developer is prevented from complete compliance by reason of occurrences beyond their control, they may file a performance bond with the City to cover the cost of completing the unfinished items required by approval of the site plan, at which time a temporary certificate of occupancy may be issued.
5. An "Approved" site plan is binding upon the land, the owner and subsequent owners. Any changes or deviations from the "Approved" site plan require approval from the Director of Development Services.

**INFORMATION**

Name of Applicant	
Applicant Address	
Phone	Signature
Name, Address and Phone of Contractor/Developer (if different)	
Name, Address and Phone of Landowner	
Name, Address and Phone of Proposed Structure if not Landowner	
Brief Legal Description of Property	
Street Address of Property	Parcel Number
Name, Registration Number and Address of Engineer, Surveyor or Architect Who Assisted in Site Plan	
Zoning Classification for Land Covered by Site Plan	
Building use and Number of Employees and/or Apartments or Family Units	



City of Carbondale  
 Planning & Development Management  
 200 S. Illinois Avenue  
 Carbondale, Illinois 62901  
 Phone (618) 457-3248  
 Fax (618) 457-3289  
 Explorecarbondale.com

**ENGINEER'S CERTIFICATION OF DRAINAGE DESIGN**

I, \_\_\_\_\_, Illinois Registered Professional Engineer Number \_\_\_\_\_, do hereby certify that I have designed and reviewed the surface drainage and related storm water detention systems; and that storm water detention systems meet or exceeds the requirements of Title 15 of the City of Carbondale Revised Code on the following site:

Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_

**DRAINAGE DESIGN INFORMATION AND PARAMETERS**

Design Parameter	Pre Development (100% Grass)	Post Development	
		Without Detention	With Detention
Design Storm Recurrence (yrs)			
Design Storm Duration (mins)			
Design Storm Intensity (in/hr)			
Storm Water Rate (cfs)			

**PROFESSIONAL ENGINEER'S SEAL AND SIGNATURE**

Seal	Signature
Date of Signature	
License Expiration Date	

System Type:    Dry Pond    Wet Pond    Underground Storage    Other: \_\_\_\_\_  
 Max system capacity (ft<sup>3</sup>): \_\_\_\_\_ Water surface elevation at max system capacity: \_\_\_\_\_  
 Volume used at design storm (ft<sup>3</sup>): \_\_\_\_\_; High water elevation at design storm: \_\_\_\_\_.  
 Description of outlet/control device (include pipe/orifice/weir diameters, sizes, dimensions and elevations)

---



---

Attach required design information including: calculations, engineering assumptions, hydrographs, stage/storage curves, drainage basin maps, etc.