

APPLICATION FOR SITE PLAN APPROVAL
City of Carbondale
200 South Illinois Avenue
(618) 549-5302
Fax (618) 457-3289

Date of Application: _____

Name of Applicant: _____

Owner of subject property: _____

Applicant is: Property owner Contractor Architect Engineer Other

Name and Location of Development: _____

Application Fee: \$25.00

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. The Planning Services Division of the Development Services Department coordinates the site plan review. It is suggested that the applicant prepare a preliminary site plan and Application for Site Plan Approval for informal review by the Development Assistance Committee comprised of representatives from Public Works-Engineering, Water and Sewer, Building & Neighborhood Services, Fire, Police and Planning Services. Staff can then check the plan and suggest any technical modifications that might be submitted in the official site plan and Application for Site Plan Approval. City staff are available to assist an applicant throughout the site plan review 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 Services Division staff at the phone and fax number listed above. This application serves as a means of recording what is required of the applicant by the Site Plan Ordinance (Sections 15-1B-1 through 15-1B-13 of The Revised Code of the City of Carbondale, as Amended).

INSTRUCTIONS & PROCEDURE

ELEMENTS REQUIRED TO INITIATE THE CITY OF CARBONDALE'S SITE PLAN APPROVAL PROCESS:

- Receipt of completed application form (pages 1-3); and
- Receipt of \$25.00 application fee (check payable to the City of Carbondale); and
- Receipt of eight copies of the official site plan; and
- Engineer's certification of the drainage design.

1. After receipt of the Site Plan, application and fee, a meeting will be scheduled with the applicant and the Development Assistance Committee. The meeting will cover comments from the various City departments and divisions represented in the Development Assistance Committee. 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 must be acknowledged by the applicant or authorized agent. The letter will be attached to the "Approved" site plan. Copies of the "Approved" site plan will be distributed to: The applicant, Building & Neighborhood Services, Public Works-Engineering, 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.

For Official Use Only

Application No. _____ Amount Rec'd _____ Date Rec'd _____ Staff Processing Application _____

- A. Name: _____ Address: _____
 Phone # _____ Applicant's Signature _____
- B. Name, Address & Phone Number of the contractor or developer if different than applicant:

- C. Name, Address & Phone Number of landowner (If owner is a land trust, all beneficiaries of the land trust and their in interest must be listed):

- D. Name, Address & Phone Number of owner of proposed structure if different than landowner: _____

- E. Brief legal description of property: _____
 Street Address of Property: _____ Permanent Parcel No. of Property: _____
- F. Name, registration number and address of professional engineer, surveyor, or architect who assisted in development of the site plan: _____

- G. Zoning classification for land covered by site plan: _____
- H. Building use and number of employees and/or apartments or family units: _____

**ENGINEER'S CERTIFICATION
OF DRAINAGE DESIGN
FOR SITE PLAN**

I, _____, Illinois Registered Professional Engineer Number _____, do hereby certify I have reviewed or laid out the surface drainage on the following site: _____

The following parameters were used in the design:

Storm Duration & Frequency: _____ (5 yr., 1 hr., min.)

Pre-Development Runoff Rate: _____ CFS

Post-Development Runoff Rate Without Detention: _____ CFS

Post-Development Runoff Rate With Detention: _____ CFS

Detention Storage Provided: _____ CF

SEAL

Signature

Date of Signing _____

ILL. P.E. License Expiration Date _____