

Site Plan Review Procedures
As amended July 1, 2003
January 16, 2007

1. A site plan review must be obtained for all commercial and industrial projects, including additions and multi-family dwellings.
2. The developer/contractor should submit two (2) sets of plans to the Building Department at the City Hall Building located at 815 N. Beech St. before 5:00 p.m. on Friday to be reviewed at the new meeting to be held the following Wednesday. The Site Review Committee will review the application one Wednesday then, the Customer will come to the meeting on the following Wednesday to request Site Plan final approvals. The approval process usually takes from 10-14 days after all paperwork is turned in.
3. The Site Plan Review Committee will meet 10:00 A.M. on Wednesdays.
4. The Committee will meet with the developer/contractor at 10:00 A.M. the second Wednesday after the Committee has once reviewed the application.
5. The developer will receive a copy of each review sheet at the end of each meeting.
6. If the plans are to be changed or corrected per the review committee, the developer/contractor will make corrections and return a copy of the corrected plans to the Building Department by noon Monday in order to be reviewed on Wednesday. The departments that requested the changes or corrections will review the plans.
7. A minimum bond of \$10,000. Or a Certificate of Liability will be required unless otherwise specified by the City Engineer.
8. Each department will sign the Site Plan Review Committee Report when their requirements are met.
9. After all departments have approved the Site Plan, the applicant Must **Follow a Check list for New Construction and Complete a Building Permit Application** to obtain your Building Permit.
10. 2003 International Building Code and 2003 International Fire Prevention Code will be the code books used from July 2003.
11. All Contractors will need State License.

Note: Anytime an Architect or Builder uses exemptions from the code they will need to send a worksheet explaining how and why this was done.

