

# APPLICATION FOR COMPLIANCE REVIEW MAJOR SITE PLAN

If Required by the Development Review Committee  
See Zoning Ordinance Chapter 7, Development Review Process  
Major Site Plan Fee: \$125



PROJECT NAME: \_\_\_\_\_

Site Address: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DEVELOPER (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Zoning: \_\_\_\_\_

Total Site Area: \_\_\_\_\_ Building Area: \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_

I hereby authorize the person named below to act as my agent in all matters pertaining to this application.

PRIMARY CONTACT \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received _____	Received By: _____
Fee Collected?    Y    N	DRC Date: _____

**Use the application only if the Development Review Committee determines a major site plan is required.**

See Instructions on Reverse

## MAJOR SITE PLAN APPLICATION INSTRUCTIONS

Upon review of a concept plan, as required in Chapter 7 of the Zoning Ordinance, "Development Review Process," the Development Review Committee (DRC) will determine if a plan is a "minor" or "major" site plan. If the DRC determines that a project requires review of a major site plan, the developer is required to obtain this application and prepare a site plan that includes the elements listed in Section 12-7-6 of the Zoning Ordinance. During the concept plan review with the DRC, you should have received advice on specific items necessary for your major site plan. Please be certain that all such elements are included.

Obtain the Major Site Plan Checklist and include all listed elements on your major site plan as well as all other required submittals. **You must include the completed checklist with this application.**

Please complete all sections of the application.

Submit the following to be placed on the agenda for the Development Review Committee:

1. This completed application
2. Major Site Plan Review fee: \$125.00
3. Completed Major Site Plan checklist
4. Site Plan set, showing all elements checked on the checklist, including:
  - a. Site development plan
  - b. Civil drawings: site utility plan, grading/drainage plan or other information required by the City Engineer
  - c. Landscape plan, if required. Projects on parcels of two acres or more, and/or projects with total building floor area of 7,000 square feet or more require a landscape plan by a licensed Landscape Architect. All other plans may be prepared by a qualified landscape professional, such as a nursery designer or other designer with demonstrated landscaping experience. The Administrative Officer may permit some simple plans to be completed by a non-professional. See Section 12-16-5 of the Zoning Ordinance for details.
  - d. Details of exterior light fixtures, including height of pole-mounted lights, and (if required) a photometric lighting map
  - e. Other narrative or illustrated information required to accurately depict the project and determine if it complies with applicable ordinance, as determined by the Administrative Officer or DRC
5. An electronic copy of all of the above documents; plan drawings must be reproducible at 11" x 17". Submit to [DevelopmentReview@masoncity.net](mailto:DevelopmentReview@masoncity.net).

If the project is for a use that is listed in the Forms and Functions Table in the Zoning Ordinance as "P1," "P2" or "C," additional review is required by the Planning and Zoning Commission, the City Council or the Zoning Board of Adjustment after development review. Contact the Planning and Zoning Division at (641) 421-3626 for more information.

The DRC will review the Major Site Plan and make one of the following determinations:

1. The site plan fully complies with the Zoning Ordinance and other applicable requirements. The site plan may be stamped as "In Compliance" by the Administrative Officer.
2. The site plan complies except for some minor omissions or other issues identified by the DRC. The applicant must revise the plans accordingly and submit the revised plans to the Administrative Officer. If the plans have been correctly revised, the Administrative Officer may stamp the plans as "In Compliance."
3. Major changes are still needed. The plan must be revised and reviewed again at a future DRC meeting.

The approved site plan(s) must be submitted separately from the building permit plans. Three sets must be submitted to the Administrative Officer. After being stamped "In Compliance," one set will be returned to the applicant.

**Questions?** Contact the Planning and Zoning Division at (641) 421-3626.