

City of Wahkon

Site and Building Plan Application and Review Process

Definition: A map drawn to scale depicting the development of a tract of land, including, but not limited to, the location and relationship of structures, streets, driveways, recreation areas, parking areas, utilities, landscaping, and walkways, as related to a proposed development.

Timeline: Site and building plan applications will be reviewed by City staff and/or the City's planning consultant in an application meeting. This meeting will take place within the first 15 days of the completed application.

Site and Building Plan Procedure:

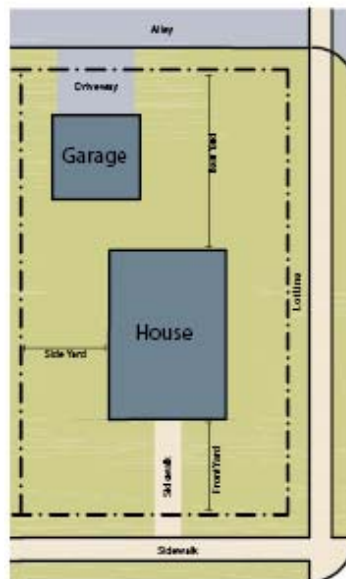
Typical Timeframe 15-30 days

Step 1 Complete the Site and Building Plan Application. Fill out the Zoning Request Application and select the "Site and Building Plan" Application. Describe in detail the request for a site and building plan.

Step 2 Pay application fee. The application fee is due prior to the application being heard by the Board.

Step 3 Provide scaled site plan. Provide a site plan (draw to scale) of the request. Include location of all buildings, setbacks, and driveways. Please note that additional plans that include transportation, circulation, lighting, and building elevations may be required. The site plan will be reviewed by the City's planning consultant and will advise the applicant of any issues prior to the application meeting.

Step 4 Application Meeting. An application meeting with the City's planning consultant will be required as part of the site and building plan application process. This meeting will take place within the first 15 days of the completed application. The purpose of this meeting is to review the application, discuss possible conditions, and review the planning report.



Example of a residential site plan.