



**LAND USE APPLICATION FORM**

**SITE DESIGN REVIEW/CONDITIONAL USE/VARIANCE  
TYPE II ACTION**

**SITE ADDRESS/LOCATION:** \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ (if different from applicant)

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

**FOR OFFICE USE ONLY**

Nonrefundable Filing Fee: \$700.00	
Date Rec/d/Fee Pd	
Receipt No.	
Date copies to: Planner, Bldg/Planning Commissioner/ Engineer/ InterAgency?	
Date Staff Deemed Application Complete: _____ Initials: _____	
Deadline Dates: (45 days) Staff _____ (95 days) GCC _____ (120 Days) GCC _____	
Date of Posting	
Date of Mailing (Attach Mailing List)	
Date of Public Hearing:  ACC (if appealed) _____	
List of People Requesting "NOTICE OF DECISION" Yes (Attached)   _____   No   _____	
'NOTICE OF DECISION' Date sent within 10 days _____	
Appeal: Yes	No

We, the undersigned property owner(s) or authorized agent(s), request a site-design review to allow the construction/expansion of:  
(short description) \_\_\_\_\_

as permitted by Section No. \_\_\_\_\_ of the Gates Zoning Ordinance for property

legally described as: \_\_\_\_\_

Marion County Map No.(s) \_\_\_\_\_, if available

Marion County Parcel No.(s) \_\_\_\_\_ Marion County Tax Acct No.(s) \_\_\_\_\_

Addition/Subdivision Name (if available) \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

For the following reason:

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1. Current Information

- a) Address and general location of the property: \_\_\_\_\_  
\_\_\_\_\_
- b) Current zoning: \_\_\_\_\_
- c) Total current area (square feet): \_\_\_\_\_
- d) Dimensions of the current property: \_\_\_\_\_
- e) Current use of the property: \_\_\_\_\_
- f) Number of existing structures and general description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- g) Total number of employees. \_\_\_\_\_

2. Additional Comments and Explanations

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3. Attachments

- a. A copy of the latest officially recorded title instrument (deed, warranty deed or contract) giving legal description of the property.
- b. A copy of the most recent assessors map for the subject property.
- c. A list of all property owners within \_\_\_100 feet \_\_\_250 feet of the subject property. The list must be certified by a title company or the County Assessor's Office. The list must be current within thirty (30) days.

**PLEASE SUBMIT ONE ORIGINAL APPLICATION, AND FOUR COPIES OF THE FOLLOWING ATTACHMENTS.**

- d. The following information shall be submitted as part of a complete application for Site Design Review:

1. Site Analysis Diagram – drawn to scale, indicating the following information:

- (a) Containing the applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the city, and the relationship between the proposed development site and adjacent property and development. Adjacent land uses (i.e., whether vacant, or occupied by a two-story apartment building, grocery store, etc.). If there is a residence within 50 feet of the subject site, indicate the specific location of the building, its size and distance from the subject property boundary;
- (b) Location of trees greater than four inches in diameter when measured five feet above the ground; indicate if evergreen or deciduous. Where the site is heavily wooded, only those trees that will be affected by the proposed development need to be sited accurately. The remainder of trees may be shown on the map in the general area of their distribution;
- (c) Topography;
- (d) Natural drainage; and arrows indicating the direction of the natural drainage. Site features, including, pavement, drainage ways, and ditches;
- (e) Lot dimensions and total area of the lot;
- (f) North arrow, scale, names and addresses of all persons listed as owners on the most recently recorded deed; and if applicable:
- (g) Identification of slopes greater than 10%;
- (h) Location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on site and adjoining the site;
- (i) Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the city, county, or state as having a potential for geologic hazards;
- (j) Resource areas, including marsh and wetland areas, streams, wildlife habitat identified by the city or any natural resource regulatory agencies as requiring protection;

- (k) Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
  - (l) Name and address of project designer, engineer, surveyor, and/or planner, if applicable;
2. Site Development Plan. drawn to scale, indicating the following information, if applicable:
- (a) Legal description of the proposed development site, including lot boundaries, dimensions, and gross area;
  - (b) Location of all existing and proposed structures, including minimum distances from all structures to all lot lines; and features identified on the existing Site Analysis Diagram which are proposed to remain on the site; as well as features identified on the existing site plan, if any, which are proposed to be removed or modified by the development;
  - (c) The total area in terms of percentages, devoted to the following:
    - i. Structures
    - ii. Parking
    - iii. Landscaping
    - iv. Transportation facilities
  - (d) Rights- of-way of all abutting streets or paths whether public or private, and access to the site. The location and dimensions of all proposed public and private streets, drives, and rights-of-way;
  - (e) Parking plan showing location, size and number of all parking spaces, driveways and access points; including the location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
  - (f) Location and dimensions of all easements and nature of the easements;
  - (g) Location of any non-access strips;
  - (h) Other site elements which will assist in the evaluation of site development; including (1) existing and proposed water, sewer and storm drain connections to the existing public utility system, (2) final building, parking area, and lot corner elevations, (3) drainage patterns;
  - (i) Exterior lighting; the type, height and areas of illumination;
  - (j) Service and loading areas for uses such as mail delivery and trash disposal, loading and delivery;
  - (k) Location , size, materials, color and method of illumination of all signs;
  - (l) Utility Plan. A preliminary utility plan showing existing and proposed on and off-site utilities in sufficient detail to evaluate the intent and feasibility of the proposed method of service and to determine its impact on the public utility systems;
  - (m) Locations and sizes of existing and proposed fire service lines, hydrants, and other fire suppression facilities within and adjacent to the development;

- (n) Final building, parking area, lot grading elevations and lot drainage patterns; The location and dimensions of all storm water or water quality treatment, infiltration and/or retention facilities;
  - (o) Additional data to be provided for multifamily residential developments or dwelling structures which contain three or more units:
    - i. Outdoor play area, if any
    - ii. Locations and dimensions of all recreation areas, equipment, recreation and service buildings, areas of recreation space in square feet; and similar improvements, as applicable;
  - (p) Location, type, and height of outdoor lighting;
  - (q) Name and address of project designer, if applicable;
3. Landscape Plan - drawn to scale, indicating the following information:
- (a) Lot dimensions, outline of structure(s), scaled location of windows and doors;
  - (b) The size, species (identifying both botanical and common names) and location of plant material and other landscaping materials; those to be retained on the site and those newly planted and landscaping materials and methods of construction;
  - (c) The dimensions, location, and area (in square feet) for each landscape area intended to fulfill the requirements of Chapter 22.
  - (d) The size and location of all storm water facilities intended to fulfill the requirements of Chapter 21.
  - (e) Locations and types of fences, walls, berms, and landscaped areas intended to fulfill requirements for perimeter screening.
  - (f) Tree staking details;
  - (g) The city may require a solar access analysis to determine the shading characteristics of the proposed buildings and trees (at mature heights) on December 21st between 9:00 A.M. and 3:00 P.M.
4. Design Drawings. Drawings shall be submitted showing:
- (a) Floor Plans and Building elevations with building height and width dimensions;
  - (b) The name of the architect or designer, if applicable.
5. Irrigation Specifications. Automatic underground irrigation systems are to be indicated on the landscape plan unless a licensed landscape architect certifies that the landscaping will likely survive without irrigation.
6. Preliminary Grading Plan. If applicable, a preliminary grading plan prepared by a registered engineer shall be required for developments which would result in the grading (cut or fill) of 1,000 cubic yards or greater. The preliminary grading

plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed.

7. Copies of all existing and proposed restrictions and covenants.

8. Any other information reasonably required by the city to achieve the intent of the Site the city zoning regulations and the comprehensive plan.

*This application must be signed by the applicant and all owners of the applicable property.*

**THE APPLICANT HEREBY CERTIFIES that:**

1. The above request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
2. If the applicant is granted, the applicant(s) will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
3. All of the statements in this application and the statements in the plot plan, any attachments, and exhibits submitted with this application are true; and the applicants so acknowledge that any permit issued based on this application, may be revoked if it is found that such statements are false.
4. ***I understand that the land use application process may cost the city more than the land use application base fee; and that the city may, if necessary, bill elevated actual costs above the base filing fee to the applicant.***

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

***I understand that the land use application process may cost the city more than the land use application base fee; and that the city may, if necessary, bill elevated actual costs above the base filing fee to the applicant.***

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Name: (please print) \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

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

Property Owner Name: (please print) \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

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

