

FORM P(1): SITE DEVELOPMENT PLAN REVIEW – EPC PUBLIC HEARING

- SITE DEVELOPMENT PLAN FOR SUBDIVISION (EPC16) Maximum Size: 24” x 36”**
- IP MASTER DEVELOPMENT PLAN (EPC11)**

- ___ 5 acres or more and zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
- ___ Scaled Site Development Plan and related drawings (folded to fit into an 8.5" by 14" pocket) 15 copies.
- ___ For IP master development plans, include general building and parking locations, and design requirements for buildings, landscaping, lighting, and signage.
- ___ Site Development Plans and related drawings reduced to 8.5" x 11" (1 copy)
- ___ Zone Atlas map with the entire property(ies) clearly outlined
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Office of Neighborhood Coordination inquiry response, notification letter, certified mail receipts
- ___ Completed Site Development Plan for Subdivision and/or Building Permit Checklist
- ___ Sign Posting Agreement
- ___ Traffic Impact Study (TIS) form with required signature
- ___ Fee (see schedule)
- ___ List any original and/or related file numbers on the cover application

EPC hearings are approximately 7 weeks after the filing deadline. Your attendance is required.

- SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (EPC15) Maximum Size: 24” x 36”**
- SITE DEVELOPMENT PLAN and/or WAIVER OF STANDARDS FOR WIRELESS TELECOM FACILITY (WTF) (EPC17) Maximum Size: 11” x 17”**

- ___ 5 acres or more and zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
- ___ Scaled Site Development Plan and related drawings (folded to fit into an 8.5" by 14" pocket) 15 copies.
- ___ Site Development Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) 15 copies
- ___ Site Development Plans and related drawings reduced to 8.5" x 11" (1 copy)
- ___ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Office of Neighborhood Coordination inquiry response, notification letter, certified mail receipts
- ___ Sign Posting Agreement
- ___ Completed Site Plan for Subdivision and/or Building Permit Checklist
- ___ Traffic Impact Study (TIS) form with required signature
- ___ Fee (see schedule)
- ___ List any original and/or related file numbers on the cover application

NOTE: For waiver requests of a wireless regulation requirement, the following materials are required in addition to those listed above:

- ___ Collocation evidence as described in Zoning Code §14-16-3-17(C)(2)
- ___ Notarized statement declaring number of antennas accommodated. Refer to §14-16-3-17(D)(1)(d)(ii)
- ___ Letter of intent regarding shared use. Refer to §14-16-3-17(A)(13)(e)
- ___ Affidavit explaining factual basis of engineering requirements. Refer to §14-16-3-17(D)(1)(d)(iii)
- ___ Distance to nearest existing free standing tower and its owner’s name if the proposed facility is also a free standing tower §14-16-3-17(D)(1)(d)(v).
- ___ Registered engineer or architect’s stamp on the Site Development Plans. Refer to §14-16-3-17(D)(1)(d)(iv)
- ___ Office of Neighborhood Coordination inquiry response based on ¼ mile radius, notification letter, certified mail receipts
- ___ Map showing 100 foot buffer (excluding ROW) around the site, list of property owners, certified mail receipts

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- AMENDED SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (EPC01) Maximum Size: 24” x 36”**
- AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION (EPC02)**

- ___ Proposed amended Site Development Plan (folded to fit into an 8.5" by 14" pocket) 15 copies
- ___ DRB signed Site Development Plan being amended (folded to fit into an 8.5" by 14" pocket) 15 copies
- ___ DRB signed Site Development Plan for Subdivision, if applicable (required when amending SDP for Building Permit) 15 copies
- ___ Site plans and related drawings reduced to 8.5" x 11" (1 copy)
- ___ Zone Atlas map with the entire property(ies) clearly outlined
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Office of Neighborhood Coordination inquiry response, notification letter, certified mail receipts
- ___ Sign Posting Agreement
- ___ Completed Site Development Plan for Building Permit Checklist (not required for SPS amendment)
- ___ Traffic Impact Study (TIS) form with required signature
- ___ Fee (see schedule)
- ___ List any original and/or related file numbers on the cover application

EPC hearings are approximately 7 weeks after the filing deadline. Your attendance is required.

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Applicant name (print)

Applicant signature / date



Form revised August 2017

- Checklists complete Application case numbers
- Fees collected _____
- Case #s assigned _____
- Related #s listed _____

Planner signature / date

Project #: _____