

# VILLAGE OF CLEVELAND SITE PLAN APPLICATION

## APPLICANT

Name (please print)

Mailing Address

City

State

Zip Code

Telephone ( )

Email

## PROJECT LOCATION

Property Owner, if different from applicant (please print)

Owner's Address

City

State

Zip Code

Project Address, if different than mailing address

City

State

Zip Code

Parcel No.

Current Zoning

## IDENTIFICATION OF IMPACTED PARTIES

Attach the names and addresses of all property owners adjacent to the parcel on which the project is located and those others that may be affected by the application approval, such as renters or tenants, if the project represents a significant expansion of use or a new use.

## ADDITIONAL REQUIRED ITEMS

- Attended or received waiver from at least one formal pre-application meeting with Village Staff.
- Operations Plan
- Location Map (11" x 17" or smaller) showing property and nearest intersection
- Landscaping Plan (*same scale as Property Plan, below*)
- Grading and Erosion Control Plan (*same scale as Property Plan, below*)
- Property Plan (original of any size, but at least 3 copies at 11" x 17" or smaller)
- Elevation Drawings showing finished exterior treatment. Exterior materials must be consistent with the neighborhood.

Additional information may be required by the Village Board or other village officials.

## STAFF REVIEW

Your site plan must undergo a general Staff Review prior to submittal before the Plan Commission. The purpose of the Staff Review is to provide an opportunity for both you and the Village to consider your proposal in the context of local ordinances, regulations, and land use plans. You should allot at least three weeks lead time before the Plan Commission will take up your application.

## FILING FEE

Payment of the \$50 filing fee must be submitted before the site plan can be added to the Plan Commission agenda.

**CERTIFICATION**

I hereby certify that all the information provided herein, including all attachments and additional information provided as required by the Village Board or its designees, is true and correct, and I understand that the approval of a Site Plan Application does not relieve me of compliance with other applicable codes and ordinances.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date Signed

**OFFICE USE ONLY**

Date Filed \_\_\_\_\_

Plan Comm Mtg Date \_\_\_\_\_

Plan Comm Recommendation \_\_\_\_\_

Village Bd Mtg Date \_\_\_\_\_

Village Bd Determination \_\_\_\_\_

Applicant Notified \_\_\_\_\_

Site Plan Application 2011-02-04.doc