



Site Plan Review Application Filing Instructions

Application Filing Fee: \$150.00

The Site Plan Review process promotes orderly development and redevelopment in the city, and ensures such development or redevelopment occurs in a manner that is harmonious with surrounding properties, is consistent with the comprehensive plan, and promotes the general welfare of the city.

Site Plan Review shall be required for every application for a building permit, including new construction, additions and site improvements, and as required by this ordinance as a condition of approval for a use in a R-3, R-4, B-3, B-4, I-1 or I-2 zoned district or for the following uses: banks and financial services, car washes, churches or temples, department stores, farm equipment sales and services, gasoline and service stations, grocery stores, hotels or motels, restaurants (fast food / drive through), restaurants (sit down) or truck stops. This requirement shall not apply to those permits issued for interior remodeling or exterior building modifications that do not enlarge the building.

Approval of a Site Plan Review does not constitute approval of any Special Use Permit or Variance. If after review, it is determined that the new development is required to be processed with a Special Use Permit or Variance, the applicant shall be required to complete the proper applications and obtain prior approval before proceeding.

Application filing fees paid for a Site Plan Review can be applied toward the Filing Fee for a Special Use Permit or Variance if there are no other items under the project requiring further review of the Site Plan.

Once the filing procedure has been completed the zoning board will conduct a public hearing where the applicant and/or a representative may be present and make a recommendation to grant or deny the request within sixty (60) days of filing of the completed application. In making its recommendation, the zoning board may recommend additional conditions or modifications as are appropriate or necessary to protect the public health, safety, and welfare and to carry out the purpose of this ordinance.

Once the zoning boards recommendation has been submitted to the city council, the council will review the recommendation of the zoning board and approve, modify, or deny the request within sixty (60) days of receiving the recommendation. If the request is approved, the council will authorize the zoning officer to take the appropriate actions.

Required Documents:

Application Fee: Non-refundable fee of \$150.00, payable to City of Marshall. Fee is used to defer publication and hearing costs.

Site Plan Application: Four (4) copies.

Site Plan: Four (4) copies drawn to scale containing at a minimum the following information (plans must be folded no larger than 8 ½" x 14"):

Title Block – including drawing scale; project name; date drawn; directional indicator, owner(s) name (giving full and complete disclosure of direct or indirect ownership); engineer's name and seal; surveyors name and seal.

Site Survey – including at a minimum: property lines, including dimensions; acreage and lot coverage calculations including lot coverage allowed and lot coverage requested (express in figures and as a percentage); zoning of subject property and all surrounding properties; public rights-of-way; street names and location; easements; utilities, existing and proposed; proposed and existing building footprints on the subject property and all surrounding properties, including dimensioned setbacks from property lines; topographic survey, spot elevations on streets, alleys, buildings (finish first floor), structures, water courses, culverts, site; parking spaces locations, dimensions, and number of spaces; paved surfaces, material and location(s); landscape plan indicating existing and proposed landscape materials and proposed plant materials list; details for screening, fencing, site lighting, and signs. Where site lighting is proposed, a photometric grid that indicates light intensity in foot candles across the site and at all property lines shall also be required.

Architectural Elevations – Four (4) copies drawn to scale and indicating building height (plans must be folded no larger than 8 ½" x 14").

Supporting Documents – Four (4) copies of any other supporting documents to indicate intentions and/or any other items required by the zoning officer.

Note: The owner is responsible for determining the accurate location of property lines. The city cannot provide you with property line location(s). You should consult with a licensed surveyor if you have any doubts as to the correct location.