



## 5. Attachments Required

### For all applications:

- Proof of ownership and a title search or other evidence of any applicable easements or deed restrictions must be attached to this application for consideration.
- Written authorization from owner for application, if different from applicant.
- Fees. Consult the Village Fee Schedule on the Web-site or contact the office.
- Incomplete applications or plans will not be considered by the Planning Commission.

### For Administrative Review

- All requirements of the Sketch Plan review with the following two exceptions:
  - Submit a minimum of three (3) copies of the application and all supporting materials to the Village office.
  - Fees may vary. Consult Village office for specific details.

### For Sketch Plan Review

- Submit a minimum of eight (8) copies of the application and all supporting materials to the Village office.
- Name, address, telephone numbers and emails of the firm or individuals preparing the Sketch Plan.
- Sketch plans shall be drawn to an engineer's scale of not less than 1" = 50' for property up to three (3) acres in size; and 1" = 100' feet for property more than three (3) acres in size, with a location map.
- Written project description and detailed description of the proposed use.
- Size and dimensions of the proposed buildings, including gross and usable floor area, number of stories, overall height and number of units in each building, if applicable.
- Dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is part of a larger parcel, the plan should indicate the boundaries of the total land holding.
- The zoning classification, current land use designation and location of existing structures on the site and all abutting parcels; including across the street.
- Waste receptacle locations and methods of screening
- Outdoor sales, display or storage locations and method of screening, if applicable.
- Locations, sizes, heights, types, methods of illuminations and elevation drawings of all proposed signs.
- Locations and dimensions of proposed sidewalks and driveways within the site and along public rights-of-way.
- Other information necessary to determine compliance with this ordinance.

### For Site Plan Reviews

- Submit a minimum of 10 copies of the applications and supporting materials to the Village office.
- All information required for Sketch Plans plus the following:
- Existing site features including significant natural, historical, cultural and architectural features, buildings and structures, driveway openings, fences, walls,

- signs and other improvements with notes indication which features will be removed, altered or preserved and details about the method of preservation or alteration.
- Proposed lighting locations, heights, specifications and methods of shielding, along with elevation drawings of all freestanding pole lighting with overall height from grade.
  - Building façade elevations, where changes are proposed, indicating type and color of building materials, roof design, projections, awnings, windows, entrance features and other architectural features.
  - Designation of fire lanes, where required by the Village.
  - Locations and dimension of the loading and unloading areas, where required.
  - Landscape plan and planting list, including locations, sizes, quantity, method of installation and type (botanical and common names) of proposed shrubs, trees, ground cover (including grass) and other live plant materials, and the location, size and type of any existing plant materials that will be preserved.
  - Driveways, sidewalks, paths, public transit routes, streets and curb cuts on the applicant's parcel and all abutting parcels; including across streets rights-of-way. Existing and proposed easements and rights-of-way (locations and descriptions) for utilities, streets, access and drainage. Identification of areas involved in each separate phase, if applicable.
  - Grading plan with existing and proposed topography at a minimum of two-foot (2') contour levels, finished grades of all buildings, driveways, walkways and parking lots; drainage patterns and a general description of grades within 100' of the site to indicate storm water runoff.
  - Soil erosion and sedimentation control measures.
  - Other information necessary to determine compliance with this ordinance.

Note: Large scale developments of 20 acres or more; more than 40,000 square feet in gross floor area and residential developments such as site condominiums and planned developments will have additional requirements. See Section 18.12 of the Zoning Ordinance.