



APPLICATION FOR SITE APPROVAL
FORM

Charleston Town – Revised 2019

Application Date _____

Applicant Information:

Owner Agent Affidavit (if applicable)

Name _____

Agent
Information _____

Address _____

Lot or Parcel Number _____

Legal Description _____

Zone _____

Acreage _____

Developers Architect & Engineers _____

Phone #'s _____

Utilities _____

Proposed Building Use _____

Proposed Signs _____

Phone # _____

Application fee paid to clerk: Amount _____ Date _____

Site Plan Application Requirements that needs to be included on the application form or additional pages or drawings:

1. Application form.
2. Owners or agents affidavit.
3. Application fee.
4. Mailing labels and postage for adjacent property owners within 1000 feet.
5. Three (3) twenty four inch by thirty six inch (24" x 36") and one eight and a half inch by eleven inch (8 ½" x 11") reduced copy of the site plan and the certified engineering drawings drawn to an acceptable scale, showing the required information.
6. Location map.
7. Vicinity plan showing adjacent parcels, lots, owners, roads, buildings, and canals.
8. Address, tax identification number, legal description and acreage of subject parcel.
9. Date, scale, north arrow, dimensions of buildings, setbacks, driveways, streets, parking stalls, and other proposed improvements.
10. Boundaries legal description of the subject parcel and phases of the development.
11. Adjacent buildings, streets, fences, utilities, waterways and easements.
12. Existing on site and adjacent utilities and sizes, buildings, street improvements (curb, gutter, sidewalk, and pavement), easements, waterways, ditches, significant vegetation, contours at one foot (1') intervals, fault lines.
13. Proposed exterior mechanical equipment, utilities, irrigation systems and storm drainage systems.
14. Proposed building uses, footprints, canopies, exterior stairwells and landings, floor area, elevation plans, exterior materials and colors.
15. Proposed street improvements (curb, gutter, sidewalk, and pavement) access, driveways, parking and loading areas.
16. Proposed landscaping.
17. Proposed freestanding and wall signs.
18. Proposed screening, fencing and trash enclosures.
19. On and off site lighting plans.
20. Required engineering drawings for on and off site improvements
21. A traffic study as directed by city engineer.
22. A geotechnical study as directed by the city engineer.

After reviewing the site plan drawings, city staff may provide advisory comments to the applicant prior to scheduling the site plan on the planning commission agenda. The city engineer's approval must be obtained before the site plan application may be scheduled on the planning commission agenda. Staff comments and recommendations will not guarantee or imply approval of any portion of the site plan. All ordinance requirements must be satisfied in the site plan submittal prior to scheduling.