

Design and Site Plan Approval SCHEMATIC REVIEW STAGE

(for new homes and 50%+ floor area expansions)

Applicant information:

Person's Name(s): _____

Firm Name (if any): _____

Relationship (check one): ☐ Current Owner ☐ Prospective Owner ☐ Tenant ☐ Representing: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email Address: _____

Property owner information:

Person's Name(s): _____

Ownership (check one): ☐ Individual ☐ Trust ☐ Partnership ☐ Corporation/LLC ☐ Other: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email Address: _____

Subject property identification:

Street Address: _____

Parcel Number: _____

What types of exterior changes are proposed for subject property and its structures as part of this project? (check all that apply)

- | | |
|--|---|
| ☐ New principal building (e.g., new home) | ☐ Sport court and equipment |
| ☐ Demolition of principal building (e.g., old home) | ☐ Outdoor kitchen/fixed BBQ equip. |
| ☐ Demolition of accessory building (e.g., garage) | ☐ Dog or cat house, shelter, run |
| ☐ Addition to home or other building | ☐ Chicken coop or run |
| ☐ Exterior remodeling of home or other building | ☐ Outdoor pool, changing room, equip. |
| ☐ New accessory building. Type?: _____ | ☐ Exterior heating, AC, generator unit |
| ☐ Fence, wall, or netting (new, replace, extend) | ☐ Play equipment, playhouse, treehouse |
| ☐ At grade deck, walk, patio (new, replace, extend) | ☐ Exterior lighting (new or replacement) |
| ☐ Elevated deck, walk, patio (new, replace, extend) | ☐ Fire pit, permanent outdoor fire place |
| ☐ Driveway or parking (new, replace, extend) | ☐ Arbor or trellis |
| ☐ Exterior communication or energy system | ☐ Flag pole |
| ☐ Earth filling, excavating, grading | ☐ Other: _____ |
| ☐ Landscaping (new, replace, extend) | ☐ Other: _____ |

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Describe project in greater detail, including reasons, design concepts, material palette, and rationale for special exception if requested:

Schematic Plan Submittal Requirements

- ☐ Contextual site information, including photographs and layout of the current structures on the site and of “neighboring principal buildings” (see graphic to right).
- ☐ Existing and proposed lot area, lot dimensions, floor area percentage (floor area / parcel area), and other data necessary to determine compliance with dimensional requirements in Figure 225.2.2 and § 225-4-2 of zoning ordinance.
- ☐ Building elevation drawings:
 - ☐ Drawn to a recognized scale, including a graphic scale bar and north arrow or elevations labeled by facing direction.
 - ☐ Including a title block that indicates the name, address, phone number, and email of the owner and professionals.
 - ☐ Indicating latest date of plan revision.
 - ☐ Depicting exterior materials, texture, color, and overall appearance
 - ☐ Indicating existing & proposed building height (measured per graphic to right).

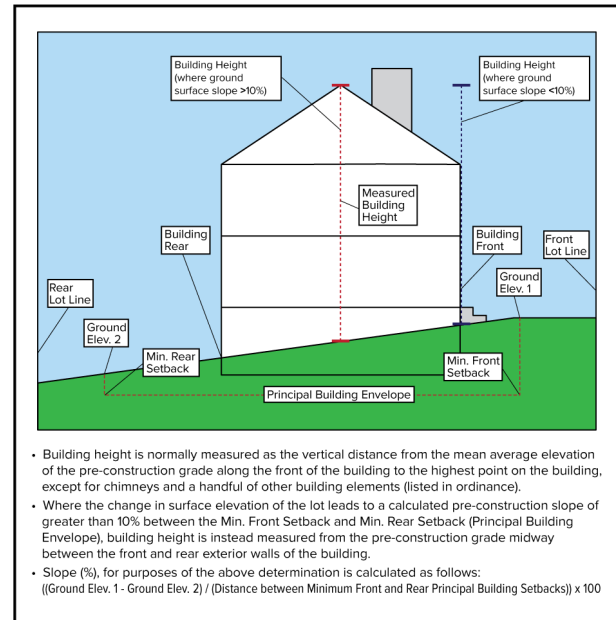


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- ☐ Clearly showing and labeling existing versus proposed areas and features.
- ☐ Perspectives, elevations, and/or photographs of the proposed principal building (e.g., house) in relation to “neighboring principal buildings” (see right upper graphic), consistent with Building Board’s “massing study guidelines” (attached).
- ☐ Estimated floor areas of all “neighboring principal buildings.”
- ☐ Overhead site plan map(s), drawn to scale and including the following information:
 - ☐ Title block indicating names, addresses, phone numbers, & emails of owner and professionals involved in project.
 - ☐ Latest date of plan revision.
 - ☐ North arrow and a graphic scale.
 - ☐ All property lines and existing and proposed right-of-way lines.
 - ☐ All required minimum building setback lines applicable to the zoning district.
 - ☐ All existing and proposed buildings, structures, and hard surfaced areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
 - ☐ Location and dimension of all driveways and access points onto public streets.
 - ☐ Location and dimension of existing & proposed parking, loading, service, outdoor storage.
 - ☐ Delineation and labeling of shoreline, floodplains, wetlands, slopes of 10% or greater, and mature trees (12”+ trunk diameter).
 - ☐ Existing and proposed sanitary sewer, water, electrical, and communication pole and line locations, connections, and relocations.
- ☐ Where the project includes demolition or removal of any building of 200+ square feet in floor area, the written opinion of a qualified professional that modifications to the existing building, as opposed to its demolition and construction of a new building, would not reasonably or cost-effectively allow the primary objectives of the proposed project to be fulfilled.



Reimbursement for Development Review Services

Village consultants may expend time in the administration, investigation, and processing of development review applications, at the Zoning Administrator’s discretion. This signed application serves as an agreement to reimburse the Village for its professional consulting service costs associated with this application. The applicant shall pay such costs upon receipt of invoice from the Village, following the execution of consultant services associated with this application. If the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Any unpaid costs may be imposed by the Village as a special charge on the affected property.

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APPLICATION****Page 4****Parcel Address or ID #:** _____**Acknowledgements and Signatures**

By signing and dating below, I/We:

1. Reviewed and understand the Village of Maple Bluff zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section;
3. Submitted an application that is true, correct, and complete;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter the subject property to gather information to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval; and
7. Understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant_____
Date_____
Signature of Property Owner (if different)_____
Date