

Village of Volente

Site Development Application

Project Name (if known): _____	
Project Address (Location): _____	
Existing Use: _____ Proposed Use: _____	
Existing Zoning: _____ Gross Acres: _____	
Description of Proposal: (provide a brief description of the project covered by this permit. Attach the site development _____ _____	
Applicant: _____ Company: _____	
Address: _____ Tel: _____ Fax: _____	
City: _____ State: _____ Zip: _____ Email: _____	
Property Owner: _____ Company: _____	
Address: _____ Tel: _____ Fax: _____	
City: _____ State: _____ Zip: _____ Email: _____	
The Following items or information must be submitted along with this application:	
<input type="checkbox"/> Description: Written proposal for the project and / or site plan. Describe in as much detail as possible the current and proposed uses/ activities. Attach separate sheets as necessary. The more information provided, will help staff in preparing appropriate comments.	
<input type="checkbox"/> Plans – 3 copies of the building plans (if applicable) for the property. These copies should be individually folded with drawing side out. Acreage _____	
<input type="checkbox"/> Map: Location map clearly showing the site in relation to adjacent streets, distance to nearest intersection and other landmarks.	
<input type="checkbox"/> Fee: Fee Paid as described in the Development Review Fee Schedule (This fee is credited toward other fees).	
SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME) SIGNATURE: _____ (Letter of authorization required if signature is other than property owner) Print or Type Name: _____	<i>For Departmental Use Only</i> Case No: _____ Case Manager: _____ Total Fee(s): _____ Receipt No: _____ Date Submitted: _____ Accepted By: _____

Please attach the following documents with all information required.

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- (1) Three Copies of application.
- (2) Identification of Project, Developer, Engineer, Planner, and Landowner.
- (3) Notarized signatures of Landowner or his/her designated representative or agent.
- (4) Verification that all taxes and assessments on subject property has been paid.
- (5) Site development permit drawings.
- (6) Site development permit engineering report.
- (7) Detailed construction layout of public improvements,
- (8) Landscaping and irrigation plans.
- (9) Tax Plat
- (10) Requested variances and their justifications.
- (11) Engineer's summary report.
- (12) Approved site plan, if applicable.
- (13) Fee Payment.
- (14) Any additional information requested by Village at the pre-application meeting.

Reference Site Development Ordinance (sec. 33.317 pg 27-40)

Please review all Village Ordinances prior to submittal of this application

Approval Date _____ Authorized Signature _____