

VILLAGE OF SOMERSET
PLAN COMMISSION – SITE PLAN REVIEW

Office Use Only
Received ____/____/____

PROPERTY & PROJECT INFORMATION

Site Address: _____
Parcel #: _____
Zoning District: _____
Current use(s) of property: _____
Proposed use(s) of property: _____
Current Number of Employees: _____ Proposed Number of Employee: _____
Current Building Floor Area: _____ Proposed Building Floor Area: _____
Current Number of Parking Stalls: _____ Proposed Number of Parking Stalls: _____
Percent of Existing Impervious Surface: _____
Percent of Proposed Impervious Surface: _____
Describe the Proposed Project: _____

APPLICANT CONTACT INFORMATION

Applicant is: ☐ Property Owner ☐ Owner's Agent ☐ Developer ☐ Other _____
Applicant's Name: _____
Business Name: _____
Mailing Address: _____
City / State / Zip Code: _____
Daytime Phone: _____ Cell Phone: _____
Email: _____

PROPERTY OWNER CONTACT INFORMATION (if applicable)

Property Owner(s) Name(s): _____
Mailing Address: _____
City / State / Zip Code: _____
Daytime Phone: _____ Cell Phone: _____
Email: _____

VILLAGE OF SOMERSET
PLAN COMMISSION – SITE PLAN REVIEW

REQUIRED SIGNATURE(S)

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

Applicant's Signature

Date

Property Owner's Signature (if applicable)

Date

CHECKLIST

- ☐ Contain a vicinity map showing railroad, major streams or rivers, and public streets within 1,000' of the site.
- ☐ Prepare at a scale of 1" = 10' to 1" = 60'.
- ☐ Arranged so that the top or left of the plan represents north, directional arrows and appropriate scale shown clearly.
- ☐ Show the date of preparation, name, address, and phone number of surveyor.
- ☐ Provide the address and legal description of the site and show the boundaries and dimensions graphically.
- ☐ Show the present and proposed topography of site and adjacent areas within 50' by 2' contour lines, and use directional arrows to show flow of drainage.
- ☐ Show the total area of the site in acres or square feet, location of existing and proposed structures, indicate as applicable height and building dimensions, entrances, number of dwelling units, and square footage by category of use.
- ☐ Show existing structures within 50' of the site and building line of existing buildings adjacent to any proposed structures.
- ☐ Show building and parking setbacks.
- ☐ Show the location and dimensions of existing and proposed curb cuts, aisles, off- street parking, loading spaces and walkways.
- ☐ Provide a landscaping schedule of all planting including grasses, shrubs, and trees showing the location.
- ☐ Show all exterior signs on site. Will need to apply for a sign permit for approval
- ☐ Show the location, height, and material for screening walls and fences.
- ☐ List the type of surfacing proposed for all parking, loading, and walkway areas.
- ☐ Describe the proposed use, list the number of required parking spaces, show the location and number of parking spaces provided, including handicap spaces.

VILLAGE OF SOMERSET

PLAN COMMISSION – SITE PLAN REVIEW

CHECKLIST (continued)

- ☐ Show the existing and proposed public streets or right-of-way, easements or other reservations of land on the site.
- ☐ Show the location of all fire hydrants and all existing and proposed lines and facilities for water, telephone, sewer, electricity, natural gas, and storm drainage.
- ☐ Show adjacent property which is held under the same ownership and its zoning.
- ☐ Show the location and method of screening outdoor trash areas.
- ☐ Show the location, height and direction of proposed lighting.
- ☐ Show elevation views of proposed building and structures.
- ☐ Show the ultimate development of the site and indicate development phases when the site is developed in stages.
- ☐ Include a copy of covenants or deed restrictions intended to cover all or any part of the site.
- ☐ Include a statement and plan describing erosion control during and following project completion and describing method to prevent tracking of dirt and other materials from the site onto public streets during construction.
- ☐ Calculate all impervious surfaces including building, paved or concrete road, parking, and walkways in units square foot.

SITE PLAN APPLICATION PROCEDURE

1. Submit Application for Review.
 - a. Application is reviewed by Staff (Clerk, Village Attorney, Economic Development Director, and Building Inspector)
2. Plan Commission reviews application. The Plan Commission meets on the first Thursday of each month.
 - a. After review/discussion, Plan Commission will approve/reject the application. If approved, the application will be reviewed by the Village Board for final approval.
3. Village Board action. The Village Board meets on the third Tuesday of each month.

ZONING DISTRICTS

R-1 Single-Family Residential District	I-1 Industrial District
R-2 Two-Family Residential District	A-1 Agricultural District
R-3 Multiple Family Residential District	W-1 Conservancy District
R-4 Residential Estate District	PUD Planned Unit Development District
R-5 Twin Home District	Groundwater Protection Overlay District
C-1 Central Business District	
C-2 Highway Commercial District	
C-3 Professional Office District	

VILLAGE OF SOMERSET
PLAN COMMISSION – SITE PLAN REVIEW

AUTHORIZATION

The Village Board, acting under the power given it under Zoning Ordinances of the Village of Somerset do hereby: ☐ Approve the application ☐ Reject the application

Village President Signature

Date