

City of Morris

Building & Zoning Department

SITE PLAN REVIEW APPLICATION

Submit to:

Bill Martin, Building & Zoning Officer
700 N. Division Street, Morris, IL
60450 PH: 815-942-1855
Fax: 815-941-5236



General Information:

Property Owner*	Developer (if different from owner)*
Name:	Name:
Address:	Address:
Phone Number:	Phone Number:
Email:	Email:
Subject Property	Land Planner / Architect / Engineer
10-digit PIN #: ____ - ____ - ____ - ____	Name:
Address:	Address:
Current Zoning:	Phone Number:
Requested Zoning (if applicable):	Email:

*If property held in trust, include disclosure.

Checklist Summary

1. Complete application form, including attached legal description and trust information if appropriate.
2. Signed Reimbursement of Fees form
3. Two sets of site plan (Scale: Sites < 2ac = 1in to 20ft;
Sites > 2ac = 1in to 40ft)
4. Contents set forth in Article XXVII included on site plan (see reverse side of this application)

Applicant's Signature of Authorization

Date

Contents of site plans:

All site plan applications shall include the following (Article XXVII). This information may be provided on multiple pages for clarity (i.e. separate landscape, lighting, grading, and architecture):

1. *General information.*

- Name of firm preparing plan;
- Title of project;
- Date of plan preparation and/or revision;
- North arrow and scale.

2. *Site conditions.*

- Existing topography graphically represented via contour lines of two-foot intervals, extending twenty feet surrounding the subject site;
- Location and extent of waterbodies, wetlands, streams and floodplains on or adjacent to the subject site;
- Sidewalk plans, curbing and drainage structures;
- Floor area for building footprint and gross floor area of structure, building height and number of stories. Structural volume in cubic feet is required for all industrial structures;
- Building elevation (facade drawing) of all faces indicating design character, type of materials, colors, signage and special features;
- Grading/drainage plans, including contours and elevations and stormwater management and erosion control plan for any proposed detention or retention area, and method of computing drainage requirements shall be consistent with those specified in the city subdivision regulations;
- Utility plans indicating location of water and sanitary sewer service lines, including size and type of pipe and all other information such as hydrants and clean-outs as may be required by the city engineer;
- Landscape plans, including a schedule of all trees by type and size, berms and fencing and survey of any existing tree on-site with a caliper of more than six inches. All landscape plans shall depict all trees at seventy-five percent maturity;
- Lighting plans, including type of fixtures, height and location.
- Building is not steel or post frame, which are not allowed in city limits.