

CITY OF HARTFORD
APPLICATION FOR SITE PLAN REVIEW
(PLEASE PRINT OR TYPE)

For official use only		
Account #100.604.440000.44420 (#78)		
<input type="checkbox"/> Site Plan Minor/No additional sf:	\$300.00	Date of PC Review: _____
<input type="checkbox"/> Site Plan, <10,000 sf construction	\$500.00	Zoning Administrator signoff: _____
<input type="checkbox"/> Site Plan, 10,000 – 50,000 sf	\$700.00	_____
<input type="checkbox"/> Site Plan, Industrial Construction, >50,000 sf	\$1000.00	
<input type="checkbox"/> Site Plan, Commercial Construction, >50,000 sf	\$1000.00	
Processing Fee 100.125.461100.46112	\$15.00	
Technology Fee 100.240.440000.44250	\$5.00	
Date Paid: _____	Total Fees Paid: _____	

Project Name: _____	
Project Location (Address or Legal Description): _____	

Tax Key Number: _____	Zoning: _____
General Project Description: _____	

Applicant Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Daytime Phone: _____	Email: _____	

Owner Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Daytime Phone: _____	Email: _____	

Contractor Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Daytime Phone: _____	Email: _____	

See attached information regarding submittal requirements.
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In addition to the typical information listed below, the City Planning Staff may require additional information necessary to evaluate a proposal or site with exceptional requirements.

All site plans must include the following:

1. Site Plan drawn to scale on an engineering survey (e.g., CSM, Plat of Survey), including scale and magnetic north.
2. Name of Project.
3. Architect's and/or engineer's name and address.
4. Date of Plan Submittal.
5. Existing topography shown at a contour interval not less than two (2) feet.
6. Proposed changes to topography.
7. Type, size, location and dimensions of all structures including fences and walls.
8. Location of parking, loading and storage areas.
9. Primary building materials.
10. Location of existing and proposed utilities.
11. Location of existing or proposed stormwater management areas.
12. Location of proposed solid waste storage areas and containers.
13. Location of pedestrian ways.
14. Existing and proposed public right-of-way widths and street names.
15. Location, type, height and intensity of proposed lighting.
16. Location of existing trees and landscaping.
17. Landscape plan (per Section 13.1104(c) of the Municipal Code).
18. Grading and Stormwater Management Plan.
19. Erosion control plan, including location of fences, etc.
20. A graphic delineation of any planned development staging.
21. Architectural Plans, elevations, and perspective drawings illustrating proposed structures.
22. Soil characteristics.
23. Completed Application for Site Plan Review.
24. Review fees as required in Chapter 42 of the Municipal Code.
25. Any other information which the applicant or City Staff believes will assist the Plan Commission in making a determination and recommendation on the proposal.

Some Site Plans May Also Require:

- City of Hartford Plan of Business Operations and associated information.
- Estimated Utility requirements (electrical, sewer treatment, water usage)
- Types of materials and equipment stored on site.
- Methods of handling waste disposal and/or hazardous materials.
- Copies of all special use permits required by local, state and federal agencies.