



# City of Celina Application for Site Plan Review

PERMIT NUMBER: \_\_\_\_\_

APPLICATION FEE: \$ \_\_\_\_\_

DATE FILED \_\_\_\_/\_\_\_\_/\_\_\_\_

The land use you are proposing requires a Site Plan Review from the City Planning Commission as specified in Chapter 1146 of the Zoning Ordinance of the City of Celina. The Commission will use the criteria listed below to determine the suitability of your plan. The Commission shall approve, approve with modifications as specified in Section 1146.04, or disapprove your application. **Note:** Should there be any changes in the approved plans a second review will be necessary **prior** to the beginning of construction.

1. Applicant's Name: \_\_\_\_\_

2. Applicant's Address: \_\_\_\_\_

3. Applicant's daytime phone number: ( ) - \_\_\_\_\_

4. Name and address of the owner as shown in the public records of Mercer County: \_\_\_\_\_

5. Complete Property address or Mercer County Map #: \_\_\_\_\_

6. Between streets \_\_\_\_\_ and \_\_\_\_\_

7. Current Zoning Classification: \_\_\_\_\_

8. Is the proposed project affected by or within a Flood Plain per the City of Celina's FIRM map?

Yes

No

**Note: Prior to permit issuance, additional forms are required to be completed if your property is within a designated Flood Zone or Design District.**

## INFORMATION REQUIRED

- The total area in the development
- The existing zoning of the subject property and all adjacent properties
- All public and private right-of-way and easement lines located on or adjacent to the property
- Existing topography with a maximum of five (5) foot contour intervals
- The proposed finished grade of the development shown by one (1) foot contours
- The locations of all existing and proposed buildings, the uses to be contained therein and the dimensions, heights, gross floor area and number of stories of each building.
- Location and dimension of all curb cuts, driving lanes, off-street parking and loading areas including the number of spaces, angles of stalls, grades, surfacing materials, drainage plans, and illumination of facilities.
- All sidewalks and other open areas
- Location of all walls, fences, and buffer yards.
- Location, size, height, colors, typeset, materials, lighting, and orientation of all signs.
- Location of all existing streets, highways and alleys.
- All existing and proposed water, sanitary and storm lines indicating pipe sizes, types and grades.



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### PRINCIPLE GUIDELINES

- Natural topographic and landscape features of the site shall be incorporated into the plan.
- Buildings and open spaces should be in proportion and in scale with existing structures and spaces in the area within three hundred (300) feet of the development site.
- Sites should not be congested, over built or cluttered. A site that has an appearance of being congested, over built or cluttered can evolve into a blighting influence.
- Open spaces should be linked together.
- Natural separation should be preserved or created on the site by careful planning of the streets and clustering of buildings using natural features and open spaces for separation.
- Existing vegetation removal should be kept to a minimum.
- Screening of intensive uses should be provided by utilizing landscaping, fences, or walls to enclose internal areas.
- Building should be sited in an orderly, non-random fashion. Long, unbroken building facades should be avoided.
- Short loop streets, cul-de-sacs and residential streets should be used for access to low density residential land uses in order to provide a safer living environment and a stronger sense of neighborhood identity.
- Pedestrian circulation in nonresidential areas should be arranged so that off-street parking areas are located within a convenient walking distance of the use being served. Handicapped parking should be located as near as possible to the entrance of the structure. Pedestrian and vehicular circulation should be separated as much as possible, through crosswalks designated by pavement markings, signage, or grade separation.
- Path and sidewalk street crossings should be located where there is good sight distance along the road, preferably away from sharp bends or sudden changes in grade.
- Parking lots and garages should be located in such a way as to provide safe, convenient ingress and egress. Whenever possible there should be a sharing of curb cuts by more than one facility. Parking areas should be screened and landscaped and traffic islands should be provided to protect circulating vehicles and to break up the monotony of continuously paved areas.
- Drive through establishments, such as restaurants and banks, should be located to allow enough automobile waiting space for peak hour operation without interference with other parking lot circulations, or overflow onto streets.

### SCHEDULE

Once an application has been accepted, a review of the project will be placed on the Planning Commission agenda.



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9. Applicant is (check one):     Owner     Agent

**10. APPLICATION CERTIFICATION:** I, hereby, certify that I am the owner or the authorized agent of the owner(s) of the property described herein, that all answers to the questions in this application and all information contained in the material attached to and made part of this application, are accurate and true to the best of my knowledge and belief. I also attest by my signature that all required information for this application is completed and duly attached in the prescribed order. Furthermore, if the package is found to be lacking the information requested above, I understand that the application will be returned for correct information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**11. OWNER AUTHORIZATION FORM:** Authorization of owner(s) if "Agent" is checked on Item 15.

I hereby authorize \_\_\_\_\_ to represent myself/us on my/our behalf. In authorizing the agent, the owner(s) attest that the application is made in good faith and that any information by the owner(s) is accurate and complete.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

Departmental Review: \_\_\_\_\_

**Approved**

**Approved with modifications**

**Denied**

\_\_\_\_\_  
Signature: Fire Chief/or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Chairman, Planning Commission

\_\_\_\_\_  
Date