



## Commercial and Industrial Site Plan Application

1. **Applicant or Project Name:** \_\_\_\_\_
2. **Address and/or Legal Description of Site:** \_\_\_\_\_

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3. **Please include 2 paper copies, if larger than 11x17, and 1 electronic file in pdf format of the Site Plan depicting the following items:**
  - a. General location sketch showing:
    - i. The approximate boundaries and orientation of the site.
    - ii. External access (public streets, roads or easements in relation to the site).
    - iii. Surrounding development (i.e., residential, commercial, and industrial areas) within the general vicinity of the site.
    - iv. Any public water and sewer systems in relation to the site.
  - b. Site plan drawn at a scale not smaller than one inch equals 200 ft showing:
    - i. The actual shape, location, and dimensions of the lot.
    - ii. The shape, size, and location of all buildings or other structures existing on the site.
    - iii. The existing and intended use of the lot and of such structures upon it, including, for residential activities, the number of dwelling units the buildings are intended to accommodate.
    - iv. Topographic features, both existing and proposed, with contours at a vertical interval of no greater than five feet.
    - v. Location of all driveways and entrances.
    - vi. Location of all accessory off-street parking areas to include a plan showing design and layout of such parking facilities where five or more accessory off-street parking spaces are to be provided (dimensions shall be shown).
    - vii. Location of all accessory off-street loading berths.
    - viii. Location of open space.
    - ix. Proposed ground coverage, floor areas and elevations, and building heights.
    - x. Position of fences and walls to be utilized for screening (materials specified).
    - xi. Position of screen planting (type of planting specified).
    - xii. Proposed means of surface drainage, including all drainage-ways and facilities.
    - xiii. Location of all easements and rights-of-way.
    - xiv. Location of areas subject to flooding (FEMA FIRM).
    - xv. Location, elevations, and sizes of all utilities, including fire hydrants.
    - xvi. Location, type, and size of proposed signs.



4. **A fee based on the following made to the order of *the City of Millersville***

- a. Single building on a single lot: \$200.00
- b. Two or more buildings on a single lot: \$300.00
- c. Planned Commercial Development: \$450.00
- d. Additional Engineering Review fees: \$350.00 + \$0.05 / building square foot\*

\*Review fee based on one (1) plan revision; multiple reviews will cause extra costs.

Engineering Fee: \_\_\_\_\_

Total Fee Amount: \_\_\_\_\_

Paid by:  CASH OR  CHECK #: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please print name & title: \_\_\_\_\_