

**TOWN OF SPRINGFIELD  
Design Review Application**

Town Ordinance Chapter 9 requires a Design Review Application.

The following information and documentation is required to be submitted to the Town Office at least 30 days before the Plan Commission Meeting for their consideration. At that time, an appointment must be scheduled for Plan Commission review, held on the second Monday of the month. Please include the following information with your completed Design Review Application.

- \* Twelve (12) copies of the site plan and corresponding papers and 2 copies of large plans (11 x 17 or larger) should be included.
- \* Payment of \$320 application fee and an additional \$1000 for retainer fees.
- \* Any additional information required by the Building Inspector, Plan Commission or Town Board.

Please print this information

	<b>NAME OF PROJECT</b>
	(Include Parcel Number)
	Owner's Name
	Owner's Address
	Owner's Fax # <span style="float: right;">Email</span>
	Developer's Name
	Developer's Address
	Developer's Phone
	Developer's Fax # <span style="float: right;">Email</span>
	Ordinance Number Permitting your use
	Present Zoning Classification
	Date of Plan Submittal

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

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Agreement for Reimbursable Services  
by Petitioner/Applicant/Property Owner

Pursuant to Town Ordinance Chapter 9, The Town may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission. The Town reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Town may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Petitioner pays such fees. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the Town as a special assessment to the subject property.

\_\_\_\_\_, the applicant/petitioner/property owner(s) for  
[Name(s)]

\_\_\_\_\_, dated \_\_\_\_\_, 20\_\_\_\_\_, agrees,  
(Nature of application/petition)

to reimburse the Town of Springfield for all consultant services (e.g. engineering, planning, surveying, legal) required to process this application in addition to those normal costs payable by an applicant/petitioner (e.g. filing or permit fees, publication expenses, recording fees, impact fees, etc.), and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Applicant/Petitioner)

\_\_\_\_\_  
(Signature of Property Owner, if Different from Applicant/Petitioner)

# **TOWN OF SPRINGFIELD**

## **Design Review Application**

### **Procedural Checklist for Design Review Application**

This form is designed to be used by the Applicant as a guide to submitting a complete application for a Design Review and by the Town to process said application.

#### **1. Application Submittal Packet Requirements for Applicants Use**

Prior to submitting the 12 final complete applications as certified by the clerk/treasurer, the Applicant shall submit 3 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

#### **2. A written Description of the intended use describing in reasonable detail the following:**

- Existing zoning district(s) (and proposed zoning district(s) if different).
- Land use plan map designation(s).
- Current land uses present on the subject property.
- Proposed land uses for the subject property.
- Projected number of residents, employees, and daily customers.
- Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio.
- Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation.
- Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards including: street access, traffic visibility, parking, loading/unloading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic and noxious materials, waste materials, drainage, and hazardous materials.
- If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Chapter 9), then include the statement "The proposed development shall comply with all requirements of Ordinance Chapter 9".
- Exterior building and fencing materials.
- Possible future expansion and related implications for points above.
- Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

#### **3. A Small Location Map at 11" x 17" showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection.**

#### **4. A Property Site Plan drawing which includes the following:**

- A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project.
- The date of the original plan and the latest date of revision to the plan.

- A north arrow and a graphic scale (not smaller than one inch equals 200 feet).
  - A reduction of the drawing at 11" x 17".
  - A legal description of the subject property.
  - All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
  - All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
  - All required building setback lines.
  - All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
  - The location and dimension (cross-section and entry throat) of all access points onto public streets.
  - The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance.
  - The location and dimension of all loading/unloading and service areas on the subject property and labels indicating the dimension of such areas.
  - The location of all outdoor storage areas and the design of all screening devices.
  - The location, type, height, size and lighting of all signage on the subject property.
  - The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property.
  - The location and type of any permanently protected green space areas.
  - The location of existing and proposed drainage facilities.
  - In the legend, data for the subject property on the following:
    - a. Lot area
    - b. Floor area
    - c. Floor area ratio (b/a)
    - d. Impervious surface area
    - e. Impervious surface ratio (d/a)
    - f. Building height
5. A Detailed Landscaping Plan of the subject property:
- Scale same as main plan.
  - Map reduction at 11" x 17".
  - Showing the location of all required buffer yard and landscaping areas.
  - Showing existing and proposed Landscape Point fencing.
  - Showing berm options for meeting said requirements.
  - Demonstrating complete compliance with the requirements of Chapter 9.
  - Providing individual plant locations and species, fencing types and heights, and berm heights.
6. A Grading & Erosion Control Plan:
- Scale same as main plan.
  - Map reduction at 11" x 17".
  - Showing existing and proposed grades including retention walls and related devices, and

erosion control measures.

7. Elevation Drawings of proposed buildings or remodeling of existing buildings:

- Showing finished exterior treatment.
- With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance.
- Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

**NOTE:** Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties unless prior approval is granted.

**NOTE:** Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved by plan commission and town board so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.

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**Site Plan shall include the following information:**

Please check column if included

Site plan drawn to a recognized engineering scale.	
Existing and proposed topography.	
The characteristics of soils related to contemplated specific uses.	
Total number of parking spaces noted.	
Driveway widths and total number of parking spaces including size of stalls.	
The type, size, and location of all structures with all building dimensions shown.	
Indicate height of building(s).	
A drawing depicting size, height, type, and location of all signage including the lighting.	
Existing and proposed street names indicated including location and dimension (cross-section & entry throat) of all access points onto public streets.	
Indicate existing and proposed public rights-of-way and widths.	
Display <i>North Arrow</i> on plans.	
Locate existing and general location of proposed sanitary sewers and storm sewers.	
Locate any proposed storm water management facilities, including detention/retention areas. Include storm water calculations.	
Locate existing trees. Note location, extent, and type of proposed plantings.	
A graphic outline of any development staging that is planned should be shown on the site plan.	
Architectural plans, elevations and perspective drawing and sketches illustrating design, character of proposed structures, exterior materials and colors. Include outdoor storage, service areas, and a description of screening devices (fencing materials).	
The proposed use of the property, hours of operation, the type of licenses or permits required from any federal, state or local agency or governmental unit, the projected number of employees and daily customers, and traffic generation.	
Note the type and location of proposed lighting (including lighting isometric diagram).	
Landscaping plan including point calculations.	
Erosion control plan.	
List any proposed departures from the standards of development as set forth in the Town zoning regulations, other Town regulations or administrative rules, or other universal guidelines.	