



**APPLICATION FOR SITE PLAN APPROVAL**  
**City of Carbondale**  
**200 South Illinois Avenue**  
**(618) 457-3248**  
**Fax (618) 457-3289**

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Owner of subject property: \_\_\_\_\_

Applicant is:    Property owner                       Contractor                       Architect                       Engineer                       Other

Name and Location of Development: \_\_\_\_\_

Application Fee: \$25.00

**INTRODUCTION**

Prior to the construction or expansion of a commercial development, a residential development of more than two units or a parking lot of more than four spaces, site plan approval by the City of Carbondale is required. The Planning Services Division of the Development Services Department coordinates the site plan review. It is suggested that the applicant prepare a preliminary site plan and Application for Site Plan Approval for informal review by the Development Assistance Committee comprised of representatives from Public Works-Engineering, Water and Sewer, Building & Neighborhood Services, Fire, Police and Planning Services. Staff can then check the plan and suggest any technical modifications that might be submitted in the official site plan and Application for Site Plan Approval. City staff are available to assist an applicant throughout the site plan review and will meet with the developer as often as necessary. A document, the "Site Plan Checklist, A Guide to Completing the Site Plan Application," has been prepared to assist the applicant in completing the site plan application. Questions pertaining to the Application or Checklist should be addressed to the Planning Services Division staff at the phone and fax number listed above. This application serves as a means of recording what is required of the applicant by the Site Plan Ordinance (Sections 15-1B-1 through 15-1B-13 of The Revised Code of the City of Carbondale, as Amended).

**INSTRUCTIONS & PROCEDURE**

**ELEMENTS REQUIRED TO INITIATE THE CITY OF CARBONDALE'S SITE PLAN APPROVAL PROCESS:**

- \* Receipt of completed application form (pages 1-3); and
- \* Receipt of \$25.00 application fee (check payable to the City of Carbondale); and
- \* Receipt of eight copies of the official site plan; and
- \* Engineer's certification of the drainage design.

1. After receipt of the Site Plan, application and fee, a meeting will be scheduled with the applicant and the Development Assistance Committee. The meeting will cover comments from the various City departments and divisions represented in the Development Assistance Committee. The results of the meeting will be formulated into a letter from the Director of Development Services to the applicant. The letter may require modifications of the site plan before approval if required changes necessitate such redrawing.
2. When the site plan is approved, the approval letter must be acknowledged by the applicant or authorized agent. The letter will be attached to the "Approved" site plan. Copies of the "Approved" site plan will be distributed to: The applicant, Building & Neighborhood Services, Public Works-Engineering, Fire Department, Police Department and Planning Services.
3. An "Approved" site plan is evidence to Building & Neighborhood Services that a building permit may be applied for. The Building & Neighborhood Services Division is responsible for assuring that the provisions of the "Approved" site plan are complied with. Occupancy permits will not be issued until the development is in substantial compliance with the site plan requirements.
4. Where the approved site plan has been substantially complied with but the owner or developer is prevented from complete compliance by reason of occurrences beyond their control, they may file a performance bond with the City to cover the cost of completing the unfinished items required by approval of the site plan, at which time a temporary certificate of occupancy may be issued.
5. An "Approved" site plan is binding upon the land, the owner and subsequent owners. Any changes or deviations from the "Approved" site plan require approval from the Director of Development Services.

Detailed Information

- A. Name of Applicant: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Applicant's Signature \_\_\_\_\_
- B. Name, Address & Phone Number of the contractor or developer if different than applicant:  
 \_\_\_\_\_
- C. Name, Address & Phone Number of landowner:  
 \_\_\_\_\_
- D. Name, Address & Phone Number of the owner of proposed structure if different than landowner: \_\_\_\_\_  
 \_\_\_\_\_
- E. Brief legal description of property: \_\_\_\_\_  
 Street Address of Property: \_\_\_\_\_ Permanent Parcel No. of Property: \_\_\_\_\_
- F. Name, registration number and address of professional engineer, surveyor, or architect who assisted in development of the site plan: \_\_\_\_\_  
 \_\_\_\_\_
- G. Zoning classification for land covered by site plan: \_\_\_\_\_
- H. Building use and number of employees and/or apartments or family units: \_\_\_\_\_

**ENGINEER'S CERTIFICATION  
OF DRAINAGE DESIGN  
FOR SITE PLAN**

I, \_\_\_\_\_, Illinois Registered Professional Engineer Number \_\_\_\_\_, do hereby certify I have reviewed or laid out the surface drainage on the following site: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following parameters were used in the design:

Storm Duration & Frequency: \_\_\_\_\_ (5 yr., 1 hr., min.)

Pre-Development Runoff Rate: \_\_\_\_\_ CFS

Post-Development Runoff Rate Without Detention: \_\_\_\_\_ CFS

Post-Development Runoff Rate With Detention: \_\_\_\_\_ CFS

Detention Storage Provided: \_\_\_\_\_ CF

SEAL

Date of Signing

ILL. P.E. License Expiration Date

\_\_\_\_\_  
Signature