



SITE PLAN APPLICATION REQUIREMENTS

There are two ways for Site Plans to be approved:

- Staff Approval - Staff can approve the Site Plan if no variances are requested (non-commercial projects only). Staff review time will be two weeks or 10 working days per submittal.
- City Council - All commercial projects and non-commercial projects seeking variance require City Council approval. Council meetings are held on the second Monday of the month. All applications receiving staff approval within 5 days prior to the Council meeting will be put on that Council agenda.

Site Plan Approval Process		
	Staff Approval Process	City Council Approval Process
Step 1	Site Plan Submittal - See page 2 for plan submittal requirements.	
Step 2	Development Review Committee (DRC) - Once the plans are distributed, various City departments will meet to discuss the details of the plans	
Step 3	Staff Comments - All plan comments from the DRC will be consolidated and sent back to the applicant to be addressed	
Step 4	Applicant Submits Revisions - The applicant is responsible for revised and resubmitting the plans. Steps 3 and 4 will repeat until all comments are addressed and City standards are met	
Step 5	Site Plan Approved by Staff (all non-commercial projects seeking no variances)	
Step 6		Legal Notice - Staff will post notice of public hearing
Step 7		Public Hearing - Council will hold a public hearing
Step 8		Site Plan Approved by City Council



SITE PLAN APPLICATION REQUIREMENTS

INITIAL SUBMITTAL REQUIREMENTS (Submit as PDFs or on Compact Disc):

Refer to City of Venus Subdivision Ordinance No. 243-2001 (amendment ordinance 297-2005) and Zoning Ordinance #242-2001 (amendment ordinance #344-2008) for all applicable requirements and design standards. City of Venus building specifications can be found online at: <http://cityofvenus.net/services/permits-and-registration/>. All Plan sheets should be formatted and scaled to either a 22"x34" or a 24"x36" page size.

1. **Letter signed by the property owner(s) indicating their intent and consent for application:** If the property owner information does not match the Johnson County Appraisal District record, then information verifying the change in ownership (purchase of the property) must be provided.
2. **Site Plan**
3. **Preliminary Utility Plans**
4. **Preliminary Drainage Plans:** Drainage plans include Drainage Area Maps, stormwater detention areas, preliminary runoff calculations, and layout of proposed storm lines, inlets, culverts and/or bridges. Drainage plans should be formatted and scaled to a 22"x34" or 24"x36" page size.
5. **Tree Survey/Tree Preservation Plan**
6. **Landscape Plan**
7. **Application Fees:** No fee is due with submission, but applicant will be billed for City's review time.

DETAILS FOR REQUIRED PLANS:

1. **Letter signed by the property owner(s) indicating their intent and consent for application**

The letter of intent should include the following:

- Acreage of the property
- Location of the property (include subdivision, lot number, and address)
- Existing zoning for the property
- Existing and proposed uses for the property
- Square footage of proposed building (include break down by Phase, if applicable)
- Special considerations or variances requested

2. **Site Plan**

Site Plan shall contain the following components:

- Vicinity map
- North arrow and scale
- Title Block, including:
 - Name of project
 - Name and contact info for applicant (physical address and phone number)
 - Owner name and contact info (physical address and phone number)
 - Legal description of the lot
- Site Data Table, including:
 - Existing zoning
 - Proposed use
 - Building area (separated by use)
 - Building height
 - Lot coverage
 - Floor area ratio



SITE PLAN APPLICATION REQUIREMENTS

- Impervious area
- Parking requirements
- Parking provided, including handicapped parking spaces
- Plan view, including:
 - Building footprint
 - Adjacent land uses within 200' of property
 - Existing and proposed easements
 - Location of all existing structures that will remain onsite
 - Distance between driveways and intersecting streets
 - Drive approach radii and width dimensions
 - Delineation and width of fire lane (shade fire lane)
 - Required handicapped ramps
 - Building entrances
 - Sidewalk dimensions
 - Medians, islands or other channelization
 - Location and dimension of delivery truck or other loading areas, if applicable
 - Location of bay doors, if applicable
 - Width of adjacent streets
 - Length, width and taper lengths of turn bays
 - Directional signage/pavement marking, if applicable
 - Proposed dumpster location and screening
 - Locations of hazardous chemical storage, if applicable
 - Sign locations, if applicable
 - Location and type of all existing and proposed screening
 - Required landscape areas

3. Preliminary Utility Plans:

Utility Plans should contain the following components:

- Existing and proposed water main alignment, including size and valve locations. No main profiles will be required until Engineering submittal, but may be submitted at this time if desired.
- Water meter size and location
- Existing and proposed sanitary sewer main alignment, including size and manhole/cleanout locations. No main profiles will be required until Engineering submittal, but may be submitted at this time if desired.
- Sanitary sewer service size
- Existing and proposed easements including associated utility line (public or private) and its size
- Existing and proposed fire hydrants. Show offsite fire hydrants within 200' of site.
- Existing and proposed fire lines, fire sprinkler connections, and appurtenances
- Location and size of grease and sand traps

4. Preliminary Drainage Plans:

Drainage plans should contain the following components:

- Existing and proposed elevations at critical points
- Drainage area map
- On-site detention areas
- 100-year flood elevation and limits of FEMA flood zones shown, if applicable



SITE PLAN APPLICATION REQUIREMENTS

- Existing and proposed 2-foot contours
- Existing and proposed drainage structures, including size and material
- Flow arrows indicating direction of surface drainage

5. Tree Survey/Tree Preservation Plan:

Tree Survey should contain the following components:

- Applicant's name and contact info (physical address and phone number)
- Location map
- North arrow and scale bar
- Property lines, with dimensions
- Existing and proposed right-of-way and easements
- Existing and proposed structures, pavement, utilities, or other improvements
- Land use and zoning of adjacent properties
- Existing and proposed creeks, lakes or water features
- Location of FEMA 100-yr floodplain or NRCS lake tree preservation zone
- Location, species and size of all existing trees that are six-inches caliper or greater

Tree Preservation Plan should contain the following components:

- Major site construction features, existing trees to remain, trees being removed, and replacement trees (including type, location, number and size indicated)
- Existing and proposed contours
- Identification of caliper, species, and location of trees that are to remain
- Identification of caliper, species, and location of trees to be removed
- Tree protection

6. Landscape Plan:

For Landscaping requirements, reference the City of Venus Zoning Ordinance, Section 26. Landscape Plan should be prepared by a licensed Landscape Architect and contain the following components:

- Location, size and species of all trees to be preserved.
- Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, or other landscape features.
- Species, size, spacing, and quantities of all plant material to be used in a tabular form.
- Affidavit on the plan stating that all required landscape areas shall be provided with an automatic underground irrigation system with rain and freeze sensors and evapotranspiration (ET) weather based controllers and said irrigation system shall be designed by a qualified professional and installed by a licensed irrigator. (Irrigation plans not required to be submitted for Site Plan application)
- Planting details
- Percentage of total site in permanent landscaping
- Percentage of street yard in permanent landscaping
- Number of required trees
- Number of trees provided
- Location of all existing and planned overhead and underground utilities

7. Application Fees: No fee is due with submission, but applicant will be billed for City's review time.