



MASTER SITE PLAN CHECKLIST

A Master Plan Request is a **staff level** application, as long as it is not associated with a Conditional Use.

GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	MASTER APPLICATION FORM	
	DETAILED LETTER by the applicant fully describing the request or project & addressing the following:	
	Proposed Use(s)	
	Is the project associated with a Conditional Use: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Total square feet of all proposed structures	
	Is this a modification and/or expansion of an approved master site plan: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Hours & Days of Operation:	
	Number of Parking Spaces (include ADA parking stalls)	
	Number of employees (during largest shift) & Total number of employees	
	Maximum number of patrons/clients expected (daily average)	
	Outdoor Speaker System: YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, identify location & proposed hours)	
	Proposed Septic System	
	Proposed Well	
	Type of Irrigation: Pressurized <input type="checkbox"/> Gravity <input type="checkbox"/> None <input type="checkbox"/> Other (Explain) <input type="checkbox"/>	
	Explain if utilities are underground, or if screening is provided	
	10-6-4: GENERAL REQUIRED STANDARDS: In addition to the applicable design and dimensional standards of this Ordinance, the site development (as depicted by the master site plan) shall meet the following standards, as applicable to all proposed development listed in Subsection 10-6-3 (A) and/or any common or quasi-public facility or structure located within a subdivision or condominium project shall comply with the following:	
	SITE PLAN: Full-sized, scaled plot plan, showing all existing and proposed easements, property lines, structures, septic and well locations, and existing and proposed driveways drawn to scale, including the following: Please do not overlay any messages or notes on top of the plan.	
	Structure(s) locations on subject property	
	Non-Vehicular Access and Internal Circulation	
	Automobile Access and Internal Circulation	
	Additional Off-Street Parking and Design Standards	
	10-6-5: NATURAL FEATURES ANALYSIS STANDARDS: The master site plan shall include the following features in which, shall be mapped, and described, or noted and not applicable in the natural features analysis plan:	
	Hydrology	
	Soils	
	Topography	
	Vegetation	
	Sensitive Plant and Wildlife Species	
	Historic Resources	
	Hazardous Areas	
	Impact on Natural Features	

10-6-6: OTHER REQUIRED STANDARDS:	
	Screening
	Drainage (Water must be kept on site)
	Water Supply and Sewage Disposal
	Filling, Excavation, and Earthmoving
	Irrigation Services and Delivery Systems
	Utilities
	Maintenance
	Supplemental Information, Modifications
	Alternative Master Site Plan

Property Owner Signature

Date

Applicant Signature

Date

This application must be complete, and all fees paid prior to being accepted by the Elmore County Land Use and Building Department. Fees are subject to change by resolution of the Elmore County Board of Commissioners. The Director may request additional information or approvals from various agencies.

The Elmore County Land Use & Building Department does not accept faxed applications.

Any affected party has the right to appeal to the Elmore County Planning and Zoning Commission.

ADMINISTRATIVE USE ONLY

Date of Acceptance: _____ Accepted by _____

MSP FEE: \$250.00+Consultant Fees Fee \$_____.____ (Pd)

Receipt # _____

Date Paid: _____ Case# MSP-_____