



Date: _____

Site Plan Review Application

Required for all commercial, industrial, or mixed-use development; multifamily projects with three or more dwelling units; parking lot construction or expansion; changes of use; and any exterior site improvements that require review under Section 3.21 of the City of Harrison Zoning Ordinance

1. Applicant and Property Owner Information

Applicant Information

Name: _____

Address: _____

Phone #: _____

E-Mail: _____

Owner Information (If Different)

Name: _____

Address: _____

Phone #: _____

E-Mail: _____

If the applicant is not the property owner, written authorization must be attached.

2. Property & Project Information

Property Information

Parcel ID: 070-_____-_____-_____

Project Address: _____

Zoning District: _____

Corner Lot Yes No

Waterfront Lot Yes No

Type of Project

New Commercial Building

New Industrial Building

Multifamily Development

Expansion or Addition

Change of Use

Parking Lot Construction or
Expansion

Exterior Alteration

Other: _____

Project Description:

3. Type of Site Plan Review Requested

(Zoning Administrator will confirm the correct review level based on the ordinance)

Administrative / Minor Site Plan Review – \$50

Minor projects with no change in land use or intensity, such as interior renovations, small additions, accessory structures, parking resurfacing, minor utility changes, landscape updates, or minor amendments to previously approved plans.

Planning Commission Site Plan Review – \$350

Required for new commercial, industrial, or multifamily buildings, parking lot expansions, changes of use that increase intensity, projects requiring outside agency review, or any development with significant external impacts. The Zoning Administrator may refer any application to the Planning Commission.

I am unsure. (Zoning Administrator will determine appropriate review)

4. Required Submittals

A complete application must include all materials listed below.

A. Plans and Drawings

- One full paper copy of the complete site plan
- One digital PDF copy of complete site plan (If original is larger than 11x17)
- Current property boundary documentation (survey, plat, or mapping acceptable to the Zoning Administrator)
- Architectural elevations (required for new buildings or exterior alterations)
- Utility layout (water, sewer, stormwater)
- Parking and circulation plan
- Landscaping plan
- Lighting plan
- Dumpster and enclosure details
- Sign locations (if applicable)
- Snow storage area shown on site plan (if applicable)
- Required outside agency approvals
- Authorization from the property owner if the applicant is not the owner

B. Supplemental Items

- Copy of deed (if parcel boundaries are relevant)
- Hazardous materials list (if applicable)
- Fire Chief review (required if fire access or suppression applies)

5. Applicant Certification and Authorization

I certify that all information submitted with this application is complete and accurate to the best of my knowledge. I understand that site plan approval is valid for one year unless construction begins or an extension is granted.

If I am not the property owner, I certify that I have full authority to act on behalf of the property owner for the purposes of this application. The City of Harrison may require written authorization from the property owner if necessary. Submission of false or misleading information may result in delay, denial, or revocation of an approval.

I authorize the City of Harrison, its employees, and its agents to enter the property for the purpose of reviewing this application and enforcing zoning requirements.

Applicant Signature: _____ **Date:** _____

Printed Name: _____

*****CITY USE ONLY*****

6. Zoning Administrator Review

Approved Denied Referred to Planning Commission

Comments or Conditions:

Zoning Administrator Signature: _____

Date: _____

Notes: _____

7. Planning Commission Review (If Applicable)

Meeting Date: _____

Approved Approved with Conditions Denied

Conditions:

PC action recorded in the official meeting minutes