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**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

Date Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Application Received**

**By:** \_\_\_\_\_

**Plan Commission Date and Time YOU MUST BE PRESENT:**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ PM

**Approved for processing by the Village of Palmyra Plan Commission  
Chairman:**

**Signature:** \_\_\_\_\_

\_\_\_\_\_

(        ) **Approved**                      (        ) **Conditionally Approved**

**Fire Department Inspector Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

**Building Inspector Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

**Occupancy Permit #** \_\_\_\_\_

**Village of Palmyra**  
**SITE PLAN SUBMITTAL REQUIREMENTS**  
**(Attach to Land Use Application)**

**APPLICANT**

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Name

address

**Please describe the desired outcome/change to the landscape if the development request is approved:**

**Site Plan submittal requirements are detailed within Section 17.15(2)(a) of the Village of Palmyra Zoning and Development Code.** "Site plan sheets" generally include a scaled site layout plan, utilities plan, grading plan, erosion control and stormwater management plan, landscape plan, lighting plan, & building elevations, which may be combined for simple proposals.

**Allowances for Minor Site Plans, including certain amendments to previously approved plans.** A required site plan review may be designated as a "minor site plan" by the Zoning Administrator if the property is already developed to Village standards. The Zoning Administrator may determine that designated requirements of Section 17.15(2)(a) need not be submitted in connection with an application for approval of a minor site plan if not necessary to satisfy the intent of said section. Applicants are encouraged to discuss whether their project may qualify as a minor site plan prior to submitting a site plan application to the Village.

**NOTICE**

PLEASE BE ADVISED that pursuant to Village of Palmyra Ordinance No. 06-17, the Village of Palmyra Village Board has determined that the Village Treasurer shall charge the property owner for costs incurred by the Village whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other professional results in a charge to the Village for professional time and services if such service is not a service supplied to the Village as a whole,. Also be advised that pursuant to the Village of Palmyra Ordinances certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, hereby acknowledge that I have been advised that, pursuant to the Village of Palmyra Ordinance No. 06-17, if the Village Attorney, Village Engineer, Village Planner, or any other professional provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village and, in the event I fail to timely pay such charges, the Village will assess them against my property as a special charge together with any accrued interest. Also I have been advised that pursuant to the Village of Palmyra code certain other fees, costs and charges are my responsibility.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of the Property Owner:\_\_\_\_\_

*Please Print* Name of Property Owner:\_\_\_\_\_

Address of Property:\_\_\_\_\_

Tax Key No. of Property:\_\_\_\_\_

- Original kept on file with Village Clerk.
- Copy provided to Property Owner.