

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**VILLAGE OF LANSON  
SITE PLAN AND PLAN OF OPERATION  
SCHEDULE OF MATERIALS**

**THE PLAN COMMISSION MEETS THE LAST THURSDAY OF THE MONTH**

To insure that there is an adequate amount of information, and a sufficient amount of time for staff review, the applicant shall provide (with) complete copies of ALL required materials. These items include, but are not limited to a scaled map or survey table of survey professional, site surroundings, lighting, grading plans, and any information indicated below necessary for the Plan Commissioners to make an informed decision. All items must be submitted to the Village of Lanson, Village Clerk's Office, no later than three (3) weeks before the scheduled Plan Commission meeting. Plans shall be no larger than 11" x 17" in size.

This listing is meant as a guide for submitting agenda items for Plan Commission action. Great care should be given to make your submission as complete as possible the first time, to avoid any delays. The costs for submissions are as follows:

New Plan of Operation	\$300.00
Revised Plan of Operation	\$150.00
Conceptual Review	\$100.00

If action is not reached with your first submission and you have to appear at subsequent Plan Commission meetings you will be billed for professional services and any other costs incurred by the Village of Lanson for these additional reviews. Should you need additional information concerning Code Requirements, Zoning, or Building requirements please contact the Village Clerk. Your cooperation and understanding with this process will be greatly appreciated and will help facilitate the results in a timely manner.

**Site Plan (Required-All Items That Pertain to Your Site):**

- Dimension of Parcel
- Dimensions & Location of All Buildings
- Interior Floor Plan
- Wetland Photo/Plan
- Grading/ Landscaping Plan
- Drainage Plan & Erosion Control Practices
- Parking Lot/Loading (See Parking/Loading Requirements Below)
- Signage (See Further Detail Below)
- Lighting Location (See Lighting Detail Below)
- Outside Use/Storage Areas
- Fencing/Screening (Including Type & Height)
- Dumpster Location