

Received by: _____

Date: _____

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

THE PLAN COMMISSION MEETS THE LAST WEDNESDAY 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 twelve (12) complete copies of ALL required materials. These items include, but are not limited to a scaled map or survey (plat of survey preferred), sign renderings, 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 Lannon, 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 resolved 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 Lannon 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 Submittal)

- Dimension of Parcel
- Dimensions & Location of All Buildings
- Interior Floor Plan
- Wetland/Floodplain
- 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 Uses/Storage Areas
- Fencing/Screening (Including Type & Height)
- Dumpster Location

New Building or Addition (Required-All Items That Pertain to Your Submittal)

- Completed Application Form (Plan of Operation)
- Site Plan or Plat of Survey (See Site Plan Above)
- Scaled Elevation Renderings
- Interior Floor Plan
- Erosion Control Plan
- Floor Plans (For Fire Department Use)

New Owner/ Operator (Required-All Items That Pertain to Your Submittal)

- Completed Application Form (Plan of Operation)
- Site Plan (See Site Plan Above)
- Detailed Description of Use

Expansion or Change in Use (Required-All Items That Pertain to Your Submittal)

- Completed Application Form (Plan of Operation)
- Detailed Description of Existing & Proposed Use
- Interior Floor Plan

Signage (Item J)

- Completed Application Form (Separate Sign Application Form)
- Site Plan or Plat of Survey with Location of Sign (See Site Plan Above)
- Elevation Rendering of Building (Wall Sign)
- Scaled Rendering of Sign

Lighting

- Completed Application Form (Plan of Operation Item H)
- Location-Site Plan/Elevation Renderings (See Site Plan Above)

Parking/Loading Requirements

- Completed Application Form (Plan of Operation Items G & I)
- Site Plan (See Site Plan Above)

Outside Storage

- Completed Application Form (Plan of Operation Item I)
- Site Plan (See Site Plan Above)
- Screening Type (List Size & Material)