

SITE PLAN REVIEW PROCESS

Site plan applications shall follow the process outlined below with no deviations.

1. A Site Plan Review Application will need to be obtained. The application can be acquired at Perry City Hall from the City Clerk or downloaded from the City's [website](#).
2. A site plan and a project narrative, as specified in Section 14.03 of the Zoning Ordinance, are also required.
3. The application, plan, and documented proof of ownership will need to be submitted to the City Clerk with the appropriate application fee(s) as listed in the City of Perry Fee Schedule.
4. The City Clerk will give the completed application to the Zoning Administrator.
5. The Zoning Administrator will review the application for completeness. If the application is determined to be complete, the Zoning Administrator will notify the City Clerk to schedule an administrative review of the application.
6. All administration involved in the Site Plan Review will have ten (10) days to return any comments to the Zoning Administrator.
7. Zoning Administrator shall forward application of completeness with any administrative comments included to the City Clerk.
8. City Clerk will then forward all the site plan copies and application materials to the Planning Commission.
9. Planning Commission will add the Site Plan Review to their regular scheduled meeting.
10. During the scheduled Planning Commission Meeting, the Commission will review the site plan and application materials with consideration to any administration comments received and will make a determination. The Commission may approve, approve with conditions, or deny the site plan.
11. The City Clerk will notify the applicant of the Site Plan Review decision.

