

PRINCETON, IL

Development Process – Site Plan and Permitting

1. Development Process: **Submit plan to Building Office. Plan is reviewed by Building Officer, Utility Department Managers, and City Engineer. Upon agreement, permit is issued.**
2. Timing: **Approximately 13 days or less. Building Officer = 1 day. Utility Department Managers = 2 days. City Engineer = 10 days or less. City Council would consult if incentive agreement is required. This may add 1 day or less.**
3. Fees:
  - Site Plan Approval Fee - **\$0.00**
  - Building Permit Fee - **\$10,000 on 250,000 sq.ft. building. May be waived in incentive agreement.**
  - Plan Check fees for works costing – **\$0.00**
4. Full Permit Plan Checklist:
  - A) Submission of Plan to City – **Three (3) sets of the Site Plan. The scope of site plan review includes the location and dimensions of principal and accessory structures, infrastructure, open space, landscaping, exterior lighting, traffic and circulation (both vehicular and pedestrian), number of parking spaces, design of parking lots, and storm water management. In reviewing site plans, the design review committee must evaluate the relationship of the site plan to adopted land use policies. The Site Plan typically is provided as an overlay on a land survey performed to ALTA standards. Site Plans to include: fully-dimensioned property boundaries, building footprints including square footage, setbacks from all property lines, identification as to whether all elements are “existing” or “proposed”, parking spaces and drive aisles, handicap access, loading spaces as required by ordinance, fire hydrant placement, dumpster enclosures, landscape plans, and signage schedule.**
  - B) **Three (3) sets of stamped, signed Mechanical, Electrical Photometric, and Plumbing drawings and calculations, floor plans/layout.**
  - C) **One (1) set of Engineered Fire Suppression/Protection/Alarm System plans.**
  - D) **Three (3) sets of Final Civil Engineering Plans, to include: Erosion Control plan, drainage grading plan, on-site water detention if necessary, water, sewer, fire protection service lines, fire hydrant location and main sizes, complete roadway configurations, to include driveways, parking lots, etc., cross access easements, future road connections, if necessary, surrounding access points to adjacent properties, parking lot lighting, and street lighting.**
5. Upon Site Plan approval, one-page Building Permit application is filed with the Building Office. Developer then is cleared to commence project.