



Submittal Materials Checklist

Applications for changes in use or new construction may require the submittal of site plans and information as listed in Article 3, Section H of the Village of Frankfort Zoning Ordinance. Per this section, plans and information are required for, but not limited to:

- Accessory uses and structures
- All permitted uses in residential zoning districts (except for single-family homes in most cases)
- Increase in intensity of use
- Land use changes for proposed or existing buildings
- Planned Unit Developments (PUD's) – new or amended
- Proposed uses in business or industrial zoning districts
- Rezoning
- Special Use Permits
- Subdivision of land
- Variances

The following plans and information are required for the above-mentioned activities. **Applications will not be processed by staff unless a complete submittal is provided, together with the associated application fee(s).**

Unless otherwise marked as N/A by staff, please provide the following:

1. **Architectural Elevations** (In color, with building height measurement illustrated. If brick is used brick size noted):
Required
Not Applicable
2. **Boundary Survey** (Prepared by a licensed surveyor):
Required
Not Applicable
3. **Floorplan** (Gross floor area of each building and each tenant space if partitioned):
Required
Not Applicable
4. **Grading Plan** (Maximum contour interval of 2'):
Required
Not Applicable

5. **Landscape Plan** (Prepared by a registered landscape architect, drawn to scale, size and description of all existing & proposed trees and shrubs):
Required
Not Applicable

6. **Lighting Plan (Photometric Plan):**
Required
Not Applicable

7. **Sign Plan:**
Required
Not Applicable/Not required at this time

8. **Site Plan:**
 - a) Certified by an architect, engineer or land surveyor
 - b) General use of each building noted
 - c) Number and size of dwelling units, if applicable
 - d) Square feet of all lots, width and depth of each lot
 - e) Names/Numbers of adjoining roads, streams, bodies of water or railroads
 - f) Location of all floodplains, floodways and wetlands (if any)
 - g) All detention & retention areas, illustrating normal & high water lines
 - h) Location, size, type and height of fencing or retaining walls (if any)
 - i) All off-street parking and loading spaces, indicating surfacing, with dimensions noted
 - j) Prepared to reasonable scale, but not greater than 1":100'
 - k) May be prepared in one or more sheets
 - l) All existing and proposed streets and easements, their names, widths and whether they will be publicly dedicated
 - m) Existing and proposed utilities (including storm, sanitary, water)
Required
Not Applicable

9. **Stormwater Report:**
Required
Not Applicable/not required at this time

10. **Topographical Survey** (Maximum contour interval of 2'):
Required
Not Applicable

11. **Tree Survey** (prepared by a certified arborist):
Required
Not Applicable