

**Fees** \$100.00 relating to a house or duplex  
\$250.00 relating to any use other than a house or duplex.

**Submittal Requirements** Generator & Storage Tank submittals shall include the following documents. Please note: The application may not be accepted if any of the documents below are not included in your submittal package.

- A. Complete the application form online via OPS
- B. Attach the following documents:
  - Site Plan
  - Elevation Plan for any proposed enclosures (if applicable)
  - Land Register and Registry Map Extract, both less than 60 days old.

**Sheet Requirements** All plan sheets shall have the following:

A title block in the lower right corner that includes the following information:

- a. Sheet Name (i.e., Site Plan, Floor Plans);
- b. Block & Parcel;
- c. Applicant Name/Project name;
- d. Agent name & contact information;
- e. Full Name of person who prepared the drawings;
- f. Date of drawing; and,
- g. The number of sheets (Sheet \_\_\_\_ of \_\_\_\_).

**Site Plan Requirements** The site plan shall show at minimum, the following information.

- a. North Arrow & Scale (e.g., 1"=20', 1'= 1/4");
- b. The following statement signed by the applicant or agent: *"I hereby certify that all the dimensions shown on this plan are correct."* Include contact information;
- c. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;
- d. Existing and proposed site levels;
- e. Proposed location of storage tank(s) and generator(s);
- f. Building footprints of proposed and existing structures; and,
- g. Existing or proposed driveways.

Planning Department staff may require additional information from the applicant as deemed necessary to conduct a complete review.

### Plan Review Process

Once a complete submittal package is received by the Planning Department, the application is assigned to a Current Planner. If the storage tank is for a house or duplex, is greater than 750 gallons, and meets all Planning and Development Regulations, the application may be Administratively Approved by the Director of Planning or designate.

If the application is part of a development that includes apartments, commercial, industrial or institutional uses, or requires a variance from the

Regulations, the application must be reviewed by the Central Planning Authority (CPA). The Authority may approve, adjourn or refuse the request.