



CITY OF QUINCY
DEPARTMENT OF PLANNING AND DEVELOPMENT

CITY HALL ANNEX, THIRD FLOOR, 706 MAINE STREET
QUINCY, ILLINOIS 62301
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M E M O R A N D U M

To: Architects, Engineers, Real Estate Agents, Contractors, and Land Developers

From: Department of Planning and Development

Re: Site Plan Review Procedure

Please use the following information and checklist when requesting review of a site plan for a Commercial, Industrial, Institutional or Multiple Family development:

1. The Site Plan Review Committee meets as needed on Thursdays at 9:00 a.m. All information must be submitted to Amanda Keck in the Planning and Development office by **4:30 p.m. on Wednesday of the week before the meeting**. You or your representative should attend the meeting.
2. **Seven** sets of site plans with the information on the attached checklist are needed for the site plan review committee.
3. The fee for site plan review is \$250, plus an additional \$10 for every acre beyond the first acre. The fee should be submitted with the site plan. The developer must provide evidence that certified funds equal to 20% of the estimated cost of site plan improvements have been deposited into an escrow account **before** the site plan will be approved.
4. When revisions are requested, **five** sets of revised, sealed plans are to be submitted for approval by the Department of Planning and Development. Site plan approval is required prior to issuance of a building permit.
5. **Two** complete sets of sealed building drawings and specifications are needed prior to issuance of a building permit.

Please direct questions about the site plan review procedure to Amanda Keck (217) 228-4515 or Tom Fentem (217)221-3663.