

## CHAPTER 11

### SITE PLAN REVIEW

#### Section

- 11-1101. Procedures and Requirements for Site Plan Review.
- 11-1102. Site Plan Submission and Review.
- 11-1103. Contents of the Site Plan.
- 11-1104. Site Plan for Additions to Existing Developments.

11-1101. Procedures and Requirements for Site Plan Review. The procedures and standards of this chapter are established for those sections of this ordinance which requires the submission and approval of a site plan prior to the issuance of a building permit or certificate of occupancy for any affected land, structures, or building. Site plans shall be reviewed by the Municipal Regional Planning Commission. (Ord. # 984, 09/06/01).

11-1102. Site Plan Submission and Review.

A. The owner or developer shall submit eleven (11) copies of the proposed site plan to the city manager or city manager's designee seven (07) days prior to the regular meeting date of the Planning Commission. The Commission shall consider the site plan in light of the provisions of this section and approve or disapprove same as required, the plans shall then be returned to the owner or agent with the date of such approval or disapproval noted thereon over the signature of the Chairman or Secretary of the Planning Commission (Ord. # 984, 09/06/01, Ord. # 988, 11/01/01, Ord. # 1008, 03/06/03).

B. Prior to the regular Planning Commission meeting, copies of the proposed site plan will be distributed by the city manager or city manager's designee to other affected government departments to review and approve those areas under their responsibility. A coordinated staff position will be developed by the city manager or the city manager's designee for submission to the Planning Commission. Resolution of outstanding problem areas will be the responsibility of the Planning Commission in accord with the city staff and City Commission. The owner, developer, or agent will be invited to attend the Planning Commission meeting where the site plan is reviewed. (Ord. # 984, 09/06/01).

C. After the proposed site plan has been approved by the Planning Commission, the owner or developer shall obtain issuance of a building permit and begin construction of the project. If a building permit is not issued and construction begun within six (6) months of the date the site plan was approved by the Planning Commission, then the site plan approval shall automatically be revoked and the project shall not proceed. (Ord. #1121, 03/03/11).

After the proposed site plan has been approved by the Planning Commission and the owner or developer has obtained issuance of a building permit and begun construction of the project as set out hereinabove, the project shall be completed within 18 months of the date the site plan was approved by the Planning Commission. If the construction is not completed within 18 months of the date the site plan was approved by the Planning Commission, then the site plan approval shall automatically be revoked and construction shall not proceed. (Ord. # 1121, 03/03/11)

11-1103. Contents of the Site Plan.

A. The Site Plan shall show the following:

1. Name of development or address.
2. Name and address of owner of record and the applicant.
3. Present zoning of the site and abutting property.

4. Date, scale, and north point with reference to source of meridian.
5. Courses and distances of center lines of all streets and all property lines.
6. All building restriction lines, highway setback lines, easements, covenants, reservation and rights-of-way.
7. The total land area.
8. Topography of existing ground, and paved areas and elevations of streets, alleys, utilities, sanitary and storm sewers and buildings and structures. Topography to be shown by dashed line illustrating two foot contours as required by the Building Inspector and by spot elevations where necessary to indicate flat areas.
9. A space for signed approval by the City Manager or the City Manager's designee, or as applicable, by the secretary to the Planning Commission (Ord. # 820, 02/04/93).

B. The Site Plan shall show the location of the following when existing:

1. Sidewalks, streets, alleys, easements and utilities.
2. Building and structures.
3. Public sewer systems.
4. Slopes, terraces and retaining walls.
5. Driveways, entrances, exits, parking areas and sidewalks.
6. Water mains and fire hydrants.
7. Trees and shrubs.
8. Recreational areas, and swimming pools.
9. Natural and artificial water courses.
10. Limits of flood plains.

C. The Site Plan shall show the location, dimensions, size and height of the following when proposed:

1. Sidewalks, streets, alleys, easements and utilities.
2. Buildings and structures including the front (street) elevation of proposed buildings.
3. Public sewer systems.
4. Slopes, terraces, and retaining walls.
5. Driveways, entrances, exits, parking areas and sidewalks.
6. Water mains and fire hydrants.
7. Trees and shrubs.
8. Recreational areas.
9. Distances between buildings.
10. Estimates of the following when applicable:
  - a) Number of dwelling units.
  - b) Number of parking spaces.
  - c) Number of loading spaces.
  - d) Square feet of floor space.
  - e) Number of commercial or industrial tenants and employees.
  - f) Plans for collecting storm water and methods of treatment of natural and artificial water courses including a delineation of limits or flood plains, if any.
  - g) Proposed grading, surface drainage, terraces, retaining wall heights, grades on paving areas, and ground floor elevations of proposed buildings and structures, proposed topography of site shall be shown by two or five foot contours as required by the Building Inspector.
11. Proposed signage in the manner and form required by 11-1308 that meets the requirements of 11-1301 et.seq. (Ord.# 1093, 09/04/08).

11-1104. Site Plan for Additions to Existing Developments.

A. Intent. Site plans for existing development, at the discretion of the Planning Commission, shall not be required to meet the strict requirements of the contents of a site plan as set out in 11-1103 when the following conditions are met:

1. The size of the proposed construction does not exceed 1,000 square feet of improvements.
2. The established ingress and egress to and from the property will not change.
3. The existing internal traffic flow and parking will not change.
4. Drainage of surface water from the property will not increase.
5. No existing easements or access to utilities will be affected.
6. A scale drawing is provided showing the existing structures located on the premises, all required yard setbacks as provided in Table 2 of this ordinance, and the location of the proposed development meeting the requirements of 11-1104 B.
7. Proposed signage in the manner and form required by 11-1308 that meets the requirements of 11-1301 et. Seq. (Ord. #1093, 09/04/08).

B. Information Required. The following contents of a site plan as set out in 11-1103, and as required by 11-1104 A.6., shall be required: 11-1103 A. 1, 2, 3, 4, 6, 7, 9; 11-1103 B. 1, 2, 3, 5, 6; and 11-1103 C. 1, 2, 3, 5, 6, 9, 10(a), 10(b), 10(c), and 10(d).

C. If after a review of this scale drawing site plan provided for in 11-1104 A.6, the Planning Commission feels that a full site plan meeting all the requirements of 11-1101, *et seq.*, is required before approval, the Planning Commission shall inform the applicant that a full site plan is required, and the provisions of 11-1104 shall not apply. (Ord. # 1064, 12/07/06).

D. After the proposed site plan has been approved by the Planning Commission, the owner or developers shall obtain issuance of a building permit and begin construction of the project. If a building permit is not issued and construction begun within six (6) months of the date the site plan was approved by the Planning Commission, then the site plan approval shall automatically be revoked and the project shall not proceed. (Ord. # 1121, 03/03/11)

After the proposed site plan has been approved by the Planning Commission and the owner or developer has obtained issuance of a building permit and begun construction of the project as set out hereinabove, the project shall be completed within 18 months of the date the site plan was approved by the Planning Commission. If the construction is not completed within 18 months of the date the site plan was approved by the Planning Commission, then the site plan approval shall automatically be revoked and construction shall not proceed. (Ord. # 1121, 03/03/11)