

## **Site Plan Checklist**

**When the Engineering Department has received the following items, your request will be added to the agenda for the next available Planning Commission meeting.**

- A letter of request to be placed on the Planning Commission agenda
- Fifteen 11x17 copies of the site plan
- Three 24x36 copies of the site plan

# Site Plan Review

No building or structure, located on property one acre or greater in size, regardless of the zone in which it is located or located on property which is adjacent to a major thoroughfare, as defined by the most recent Enterprise comprehensive plan, as amended or part of a development consisting of three or more residential units (excluding residential developments subject to subdivision regulations), regardless of the size of the property shall be hereafter erected, moved, added to or structurally altered under circumstances which require the issuance of a building permit under this ordinance, nor shall any use be established, altered or enlarged under circumstances which require the issuance of certificate of occupancy permit under this ordinance, upon any such land, until a site plan for the land upon which such buildings, structures or use is to be erected, altered or established has been approved by the city Planning Commission.

Notwithstanding the foregoing, no site plan shall be required to be submitted or approved where the Building Official, upon reviewing an application for a building permit for changes in an existing building, is satisfied that the proposed changes in the building will not increase the exterior dimensions of the building nor substantially increase the usable space within the building.

Notwithstanding the foregoing, no site plan shall be required to be submitted or approved where the Building Official, upon reviewing an application for use and occupancy permit, is satisfied that the proposed use is a permitted use in the zone, and is substantially similar to the use to which the premises were put by the last prior occupant thereof, and the property on which the use is proposed to be located has been the subject of a site plan approved by the Planning Commission. A proposed use shall not be deemed substantially similar to a prior use where this ordinance imposes more stringent requirements for the proposed new use as to off-street parking, yards, height limits or minimum lot size.

The proposed site plan shall be submitted in triplicate to the Building Official.

**a. Applicants seeking site plan review shall submit to the Building Official a proposed site plan which shall include the following:**

1. One or more scaled drawings or maps (1"=20' unless size dictates a more appropriate scale), clearly showing the following:
  - (a) Vicinity map, north arrow, scale, accurate shape proportion and dimensions of the site, name of property owner, developer and person drawing map.
  - (b) Existing and proposed topography of the site and the surrounding area at least two-foot contour intervals showing the location of existing woodlands, streams, and other significant features of the land.
  - (c) Location and dimensions of existing and proposed buildings, structures, curb cuts, driveways, off-street parking and loading areas, signs, walls, fences, screen planting, landscaping, pedestrian walks, open space, and recreational areas for use by employees, residents, tenants or the general public.
  - (d) Proposed storm drainage plan.

- (e) Proposed traffic circulation system where any part of the land is to be used by motor vehicles.
  - (f) Proposed dedication of land for public use, including streets, easements, park and school sites.
  - (g) The location of all existing and proposed power lines, gas lines, sewer and water lines, and the location of any easements to be granted for these utilities.
2. Drawings showing the proposed appearance of the buildings, structures and grounds after the completion of all buildings and structures and the establishment of the uses proposed on the land.
  3. A statement of the amount of area of land involved in the site, the number of acres and percentage designated for each proposed land use including public facilities, the percentage of the site proposed to be covered by buildings, the total number of dwelling units proposed, the number of dwelling units proposed per acre, the area proposed to be devoted to open space, the area proposed to be paved for parking, driveways, loading space, sidewalks, the total number of parking spaces for the use proposed, the number of employees expected per shift, the total floor area of proposed commercial uses and the proposed manner of illumination of signs.
  4. Restrictions on the use of property including proposed restrictive covenants.
  5. Plans for the protection of abutting properties.
  6. Written request for exceptions to or variations from the requirements of these regulations, if any are being requested.
  7. A statement defining the manner in which the city is to be assured that all improvements and protection devices, such as buffers, fences, etc., are to be installed and maintained.
  8. Such other additional information as may be reasonably required by the Planning Commission to accomplish the purpose of the site plan review function
- b. General conditions: The city Planning Commission shall approve the site plan only upon finding by it that the building, structures, facilities and uses proposed will not:
1. Adversely affect the health or safety of persons residing in or working on the land in question or in the neighborhood thereof.
  2. Be detrimental to the public welfare or adversely affect the use or development of adjacent or surrounding properties.
  3. Constitute a violation of any provision of this ordinance or any other applicable law, regulation or ordinance.
- c. Specific conditions:
1. The Planning Commission, as a condition of approval of a site plan, may require screen

planting when necessary to avoid adverse affect or impact upon the use or development of adjacent or neighboring properties.

2. The Planning Commission may establish minimum design standards acceptable for site plan development to ensure good site planning and to protect the health, safety and welfare of local citizens.
  3. The Planning Commission may attach other conditions to the approval of the site plan where necessary to assure that the use of land in question will be consistent with the purpose and intent of this ordinance.
- d. The land that is the subject of an approved site plan shall be used and developed only in accordance with the plan approved or as modified by the Planning Commission. The Planning Commission in accordance with these regulations may modify a site plan. Use and development of land that is the subject of the site plan or the construction of a building or structure thereon in a manner not in compliance with that plan shall constitute a violation of this ordinance.
  - e. One or more of the uses proposed for land which is the subject of the site plan shall be established on such land within 365 days after the date of approval of the plan or the plan shall become void; provided, that the Planning Commission may extend such time upon request filed within such 365 days and may grant further extension; provided, that the total length of such extensions shall not exceed one year. Where the site plan contemplates the construction of one or more new buildings or structures, the use shall be established within the meaning of this section when construction of one or more such buildings has been commenced.