

ARTICLE 9

SITE PLAN REVIEW REQUIREMENTS

Section 9.1 When Site Plans are Required

Site plans are required to be prepared and submitted under any of the following circumstances:

- A. Whenever a building permit is required for the erection or structural alteration of any building.
- B. As part of an application for a special use permit.
- C. Any change in use which requires construction of ten (10) or more parking spaces.
- D. As part of an application for approval of a condominium development.

A zoning permit shall be withheld pending verification that the applicant has received all required county, state or federal permits, including but not limited to septic and water well permits; soil erosion and sedimentation control permits; wetland permits; culverts and driveway permits.

Section 9.2 Required Information

Before site plan approval is granted, five (5) copies of a site plan, a completed application for site plan approval, including completed and signed checklist, with necessary fees shall be submitted to the Village, for review and approval. The site plan may be submitted not less than fifteen (15) days prior to the meeting. The site plan shall contain the following information:

- A. General Project Information, including:
 - 1. Number of dwelling units, including number of bedrooms
 - 2. Gross square footage of building(s)
 - 3. Gross acreage
 - 4. Buildable area
 - 5. Lot coverage as a percentage of total area
 - 6. Density of dwelling units per acre
 - 7. Parking calculations
 - 8. Scale, not greater than 1" = 50'
 - 9. North arrow
 - 10. Location map
 - 11. Legal description, including tax identification number
 - 12. Lot dimensions and square footage of individual lots
 - 13. Name and addresses of public utility providers
 - 14. Name and address of Owner(s)

15. Name and address of design professional.
- B. Property lines, setbacks, easements, location of proposed and existing buildings, all dimensioned.
 - C. Vehicular traffic and pedestrian circulation features, including driveways, drives, sidewalks, and streets or driveways within one hundred (100) feet of the property.
 - D. Location, dimensions and type of surface for all parking spaces, maneuvering lanes, and loading spaces.
 - E. Height and dimensions of all structures.
 - F. Location and capacity of public or private utilities, including:
 - 1. Storm sewer lines, open drains, detention/retention structures, system capacity and storm sump lines.
 - 2. Storm calculations for items above based on the 100 year storm.
 - G. Location, dimensions and lighting of signs.
 - H. Location, intensity and orientation of all lighting.
 - I. Buildings within one hundred (100) feet of the site property lines.
 - J. Existing natural features, including streams, marshes, ponds, one hundred (100) year floodplain boundaries, limits of wetlands as determined by a recognized consultant.
 - K. Outdoor storage or activity areas.
 - L. Existing and proposed grades at two (2) foot intervals and proposed drainage pattern.
 - M. Location and screening of trash receptacles.
 - N. Location of all proposed landscaping, berms, fences or walls.
 - O. Building floor plan showing existing and proposed uses, including overall dimensions.
 - P. Front, rear and side elevations of proposed structure, including overall dimensions.
 - Q. Completed State and County Environment Permits checklist provided by the Village.
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Section 9.3 Site Plan Approval

- A. The Planning Commission is authorized to review all site plans, including site plans submitted as a part of a special land use permit application, except those special use permits which are approved administratively. The Planning Commission is authorized to approve, deny or approve the site plan with conditions.
- B. Any person aggrieved by the decision of the Planning Commission in granting or denying a site plan may appeal the decision to the Zoning Board of Appeals. The appeal must be filed within thirty (30) days of the posting of the meeting and must state the basis for the appeal.
- C. All approved site plans shall comply with the appropriate zoning district regulations, parking requirements, general provisions and other requirements of this Ordinance as they apply to the proposed site plan. In addition, each site plan shall comply with the following requirements:
 - 1. The Planning Commission may require sidewalks when it determines they are needed to promote pedestrian safety.
 - 2. Adequate transition areas or buffers will be provided between land uses to minimum off-site conflicts due to noise, light, smoke, odor or other nuisances.
 - 3. Storm water runoff shall be minimized through the use of storm water retention facilities with provisions for filtration when possible. The use of parking lots as detention basins will be prohibited, except that underground storage structures are permitted. The site shall be designed to ensure that there will be no increase in runoff onto adjacent sites or that existing drainage patterns are not harmed.
 - 4. Existing high quality and mature trees on the site will be preserved when possible.

Section 9.4 Changes to Approved Site Plans

All work conducted related to a project with an approved site plan shall be in conformance to that site plan. Any changes and/or amendment to an approved site plan shall require the site plan to be resubmitted to the Planning Commission.

Section 9.5 Time Limits

- A. **Deadline to Commence Construction:** An application for a zoning permit for a project approved by site plan approval must be filed with the Village within twelve (12) months from the date of approval of the site plan. If a zoning permit is not issued within twelve (12) months, site plan approval shall expire.

- B. **Deadline for Completion:** A project approved by site plan approval must be completed within two (2) years from the date that the zoning permit was issued by the Village. If an occupancy permit is not granted within two (2) years, site plan approval shall expire.
- C. **Extensions:** The Planning Commission may grant one (1) extension for an additional twelve (12) months if the applicant can demonstrate that suitable continual process has been made on the project.

Section 9.6 Required Information - Residential

The following site plan approval requirements are not intended to be a deterrent to a property owner, but are necessary to determine that the proposed dwelling unit meets the minimum standards set forth by this ordinance. It is the Village's goal to work with the property owner to identify and resolve any potential areas of conflict prior to the start of any construction work.

The site plan may be prepared by the property owner, using a copy of the properties' mortgage survey or ariel photograph printed from several internet web sites. Photographs of the site and neighboring sites is strongly encouraged to be submitted with the site plan.

Before site plan approval is granted, three (3) copies of a site plan, a completed application for site plan approval, including completed and signed checklist, with necessary fees shall be submitted to the Village, for review and approval. The site plan may be submitted not less than fifteen (15) days prior to the meeting. The site plan shall contain the following information:

- A. **General Project Information, including:**
 - 1. Gross square footage of proposed dwelling unit
 - 2. Gross acreage of site
 - 3. Buildable area (total square footage of site, less square footage contained within required front, rear and side setbacks, times allowable percentage of building coverage)
 - 4. North arrow
 - 5. Legal description, including tax identification number
 - 6. Lot dimensions
 - 7. Name and address of Owner(s)
 - 8. Name and address of any professional that helped prepare the site plan
- B. Property lines, setbacks, easements, location of proposed and existing buildings, all with dimensions.
- C. Proposed location of driveway.
- D. Existing natural features, including streams, marshes, ponds, one hundred (100) year floodplain boundaries, limits of wetlands as determined by a recognized

consultant.

- E. Proposed location of septic field, including overall dimensions, if applicable.
- F. Proposed location of water well, including dimensioned isolation zone.
- G. Dwelling unit floor plan(s), including overall dimensions.
- H. Front, rear and side elevations of proposed structure, including overall dimensions.
- I. Completed State and County Environment Permits checklist provided by the Village.
- J. If the property lays within the Waterfront Protection Overlay Zone the following additional information shall be provided:
 - 1. Setback boundary line of the Waterfront Protection zone.
 - 2. Setback boundary line of the vegetative buffer zone.
 - 3. Wetland delineation line.
 - 4. Description of existing vegetation within the vegetative buffer zone. Note: Photographs of the area with location and direction of photos marked on site plan is acceptable and strongly encouraged.
 - 5. Detailed description of vegetation proposed to be removed. Note: Trees and vegetation to be removed shall be indicated on any photographs submitted with the site plan.
 - 6. Proposed location and materials for all paths, walkways, stairs, decks, etc., to be located within the setback areas.
 - 7. Grading plan that delineates areas of cut and fill, identifies changes in topography and drainage.
 - 8. Proposed list of plant materials to be planted within the vegetative buffer zone.

End of Article 9