

CHAPTER 1276  
Site Plan Approval

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CROSS REFERENCES

Zoning, land use and community development fees - see ADM. 210.12  
 Planning Commission - see P. & Z. Ch. 1210  
 Special exceptions - see P. & Z. 1234.12(b)  
 Variances - see P. & Z. 1234.12(c)  
 Off-street parking and loading - see P. & Z. Ch. 1282  
 Nonconforming uses - see P. & Z. Ch. 1286  
 Supplementary regulations - see P. & Z. Ch. 1288  
 Site plans for PRD Planned Residential Districts - see P. & Z. 1253.07 et seq.

1276.01 AUTHORITY OF PLANNING COMMISSION AND COUNCIL.

(a) Site plan review by the Planning Commission and approval by Council shall be required in B-1, B-2, B-3, B-4, IND-B, IND-1, IND-2, R-2, R-3, R-4, R-5, HD, T-1 and P-1 Districts under any of the following circumstances:

- (1) Prior to change of use;
- (2) Prior to occupancy of a building that has been vacant for a period of more than six months; and
- (3) Prior to commencement of development by construction of an additional building on improved land, or additions and renovations to existing buildings at an aggregate labor and material cost greater than five thousand dollars (\$5,000).

(b) Nothing herein contained shall require site plan review or approval for the following events:

- (1) Change of ownership;
- (2) Repair or replacement of the mechanical parts of a building such as, for example, but not limited to the furnace, hot water tank, toilet or sink;
- (3) Repair or re-roofing of a building with a flat roof;
- (4) Changes in, or additions to, signage;

- (5) Repairs as a result of fires or acts of God; or
  - (6) Installation of awnings.
- (Ord. 1990-12. Passed 7-3-90; Ord. 2002-31. Passed 11-4-02.)

#### 1276.02 INTENT.

Site plan review procedure is intended to minimize the possibility of an adverse effect upon adjacent property and to obtain proper relationships between the following development features as they relate to traffic, safety, service roads, drives and parking areas, building locations, open spaces and landscaping, storm water drainage and environmental effects. Such considerations are especially important with regard to the proximity of business, industrial and parking zoned areas to residential areas.

(Ord. 2-A-64. Passed 10-19-82.)

#### 1276.03 FILING BY LAND OWNER; FEE.

Any person owning or having an ownership interest in a parcel of land may file for site plan approval. The application shall be accompanied by a fee as provided for in Chapter 210 of the Administration Code.

(Ord. 2-A-64. Passed 10-19-82.)

#### 1276.04 INFORMATION REQUIRED ON PLAN.

The following information shall be included on the site plan:

- (1) The owner's name and address;
- (2) The date (month, day and year);
- (3) The title block;
- (4) A scale;
- (5) A northpoint;
- (6) A legal description;
- (7) A location sketch (one inch equals 2,000 feet);
- (8) The architect's, engineer's, surveyor's, landscape architect's or planner's seal;
- (9) The topography on the site and fifty feet beyond the site at two-foot contour intervals;
- (10) Lot lines and building lines within 100 feet;
- (11) Lot lines and property line dimensions;
- (12) The centerline and existing and proposed right-of-way lines;
- (13) The acceleration, deceleration and passing lane, where required;
- (14) The zoning classification of the petitioner's parcel and all abutting parcels;
- (15) Existing drainage courses, floodplains and lake or stream elevations;
- (16) Ties to major thoroughfares and/or section corners;
- (17) The general location of sanitary sewers and building leads;

- (18) A general indication of the following:
    - A. Water mains, hydrants and building services and sizes; and
    - B. Storm sewers, site grading, drainage, retention basins and/or other pertinent facilities;
  - (19) A landscape plan;
  - (20) Front, side and rear yard dimensions;
  - (21) Loading and unloading area;
  - (22) Total and usable floor area;
  - (23) Building elevations;
  - (24) Parking spaces;
  - (25) Berm or obscuring wall locations and cross-sections;
  - (26) Gross and net acreage figures;
  - (27) Interior and exterior sidewalk locations;
  - (28) Designation of fire lanes;
  - (29) Exterior lighting locations and the method of shielding;
  - (30) Trash receptacle locations and the method of shielding;
  - (31) Transformer pad locations and the method of shielding;
  - (32) Entrance details, including signs;
  - (33) The quantity and quality of industrial waste;
  - (34) The location of electrical and gas services;
  - (35) Floor plans with dimensions;
  - (36) The number of employees;
  - (37) The location of parking spaces for the handicapped; and
  - (38) The location and size of signage.
- (Ord. 2-A-60. Passed 2-17-81; Ord. 2-A-64. Passed 10-19-82.)

#### 1276.05 REVIEW AND RECOMMENDATION BY PLANNING COMMISSION.

The Planning Commission shall have the function, duty and power to review the site plan with the aid and assistance of recommendations from City departments affected by the site plan, which review shall be co-ordinated by the Secretary of the Commission. Thereafter, the Commission shall approve or disapprove the plan, or approve it subject to compliance with such modifications or conditions as may be deemed necessary to assure that all applicable provisions of this Zoning Code have been complied with. Upon the determination that all applicable provisions of this Zoning Code have been complied with, the Commission shall make a recommendation to Council by issuing a statement of preliminary site plan approval, or, if subject to modification, a statement of site plan approval subject to modification.

(Ord. 2-A-64. Passed 10-19-82.)

**1276.06 TIME LIMIT ON ESTABLISHMENT OF THE DEVELOPMENT.**

Establishment of the development permitted by site plan approval shall be within twelve months of approval. The issuance of a building permit or the commencement of development work shall constitute fulfillment of the establishment requirement.

(Ord. 1988-09. Passed 4-19-88.)

**1276.07 VARIANCES.**

If site plan approval depends on the granting of variances, Council shall refer the matter of variances to the Board of Zoning Appeals for action thereon.

(Ord. 2-A-60. Passed 2-17-81.)