

## CHAPTER 8

## SITE PLAN REVIEW

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10-8-1: **SITE PLAN REVIEW; WHERE REQUIRED:** Site plan approval shall be required for property within the R-2 and R-3 multi-family, C-1 and C-2 commercial, or O/I office/industrial and M manufacturing zoning districts. If a building permit is sought for any new construction, enlargement, relocation, reconstruction, or for any open parking area, accessory or otherwise, whether by right, variance, or commercial use, or if exterior changes to a building or structure are to be made which involve changes of decor, hanging of signs not permitted as of right, masonry work or other modifications to the general exterior appearance and design of the building, an application shall be made to the village for review of the site plan. No building permit shall be issued where compliance with this title is required, unless the applicant has received prior site plan approval under this title, and no certificate of occupancy shall be issued unless there has been compliance with all the terms and provisions of site plan approval.

In the case of any building whose use is indefinite at the time the initial application is filed, the applicant may apply for preliminary site plan approval for the purpose of starting construction. The initial application shall contain all those items required under chapter 4 of this title which are available at that time; and, as soon as the use of the building becomes

definite, the applicant shall complete the application and apply for final site plan approval. (Ord. 2001-08A, 4-2-2001)

10-8-2:       **OBJECTIVES:** The objectives of site plan review are to determine whether use, building, structure addition or change to any building, structure or use will conform to the state statutes, the zoning ordinance, the village's comprehensive plan and Roosevelt Road redevelopment plan, and other applicable ordinances and requirements of the village and state. Site plan review shall work towards the development of an aesthetically acceptable and well ordered community serving the interest of public health, safety, and general welfare. (Ord. 2001-08A, 4-2-2001)

10-8-3:       **FACTORS CONSIDERED:** In the course of such review, the village shall consider, but not be limited to, such factors as the following:

- A.    The preservation of any scenic natural features.
- B.    The adequacy of access, for fire and police protection.
- C.    The adequacy of provisions for drainage of surface waters and for waste disposal.
- D.    The location and the layout of accessory off street parking and off street loading spaces, the width and grading of all entrances and exits to such places, the location of such exits and entrances, the traffic flow, together with: 1) the distance from street intersection, 2) the likelihood of left hand turns and other turning movements, and 3) the likelihood of drawing vehicular traffic to and through local residential streets.
- E.    The arrangements for safe and convenient pedestrian circulation, on the site and on its approaches.
- F.    The impact of the proposed layout upon the surrounding area, and particularly upon any nearby residences including, but not limited to: 1) the location and height of buildings and the extent of their shadows, 2) the location, intensity, and directions of any outdoor lighting and the proposed times for its use, 3) the location of any overhead power lines, 4) the likelihood of any other nuisances, and 5) whether appropriate and adequate screening is provided; particularly the screening of mechanical equipment.

- G. The size, location and type of any signs.
- H. Proposed plans for any outdoor display or storage.
- I. The proposed landscaping, and its appropriateness in the area involved. Preservation of substantial trees is to be encouraged to the maximum extent possible.
- J. The arrangement of buildings, structures and open spaces on the site; and the kind and use of building materials.
- K. In its review, the village shall encourage creative design of the site, to provide a convenient and attractive layout. (Ord. 2001-08A, 4-2-2001)

10-8-4: **FILING:** The applicant shall file with the village building department an original and twelve (12) copies of an application for plan approval on a form to be provided by the building department together with the required fee and fifteen (15) copies of a site plan which shall include the following items and information:

- A. A survey of the property prepared by a licensed surveyor showing the boundaries of the property, building or setback lines and the lines of all existing streets, roads, reservations easement, rights of way and areas dedicated to public use within two hundred feet (200') of the property. The survey shall also contain a title, north point, scale, name and address of record owner, and the name, address and professional license number and seal of the surveyor who prepared the survey, and the date of the survey. The survey shall be drawn to scale and the scale shall not be larger than one inch equals fifty feet (1" = 50').
- B. At the site and within two hundred feet (200') thereof, the location and use of all existing or proposed usage for lands, or all existing or proposed buildings, and of all other existing or proposed structures such as walls, fences, culverts, bridges, roadways, etc., with spot elevations of such structures. Buildings to be removed shall be indicated by broken lines. Such features shall be indicated on a separate drawing when requested by the village planner or village engineer.
- C. All zoning and special district boundaries and off street parking within two hundred feet (200') of the property. Such features shall be shown on a separate map or as a key map on the detail map itself.

- D. Location of all existing and proposed storm drainage structures and utility lines, including telephone, power, water, sewer, gas, etc., whether publicly or privately owned, with pipe sizes, grades and direction of flow.
- E. The distances, as measured along the centerlines of existing street abutting the property, to the nearest intersection with any other public street.
- F. All means of vehicular and pedestrian ingress and egress to and from the site onto public streets, showing the size and locations of driveway and curb cuts.
- G. The location and design of any off street parking areas, showing size and location of spaces, aisles and barriers.
- H. Location, direction of illumination and intensity of all proposed outdoor lighting.
- I. Proposed screening and landscaping, including a planting plan, in accordance with applicable standards of the village.
- J. A detailed written description, sketch, rendering or picture of any buildings or structures to be constructed.
- K. A copy of any covenants and deed restrictions that are intended to cover all or any part of the tract.
- L. Name and address, of the architect, land planner or surveyor preparing the site plan, and the date of the site plan. (Ord. 2001-08A, 4-2-2001)

10-8-5: **ADDITIONAL REQUIREMENTS:** The following additional items and information may be required by the village planner or consultant or the village engineer, whenever he determines that they would be necessary or helpful to the village in reviewing the site plan:

- A. Existing contours at intervals of one foot (1') of elevation where slopes are three percent (3%) or less, and intervals of two feet (2') where slopes are more than three percent (3%), based upon United States coast and geodetic survey data. Where any changes in contours are proposed, existing grades shall be indicated by dashed lines and final grades shall be indicated by solid lines.

- B. Location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wooded areas with trees having a diameter of eight inches (8") or more, as measured one foot (1') above ground level, and other significant features, including previous flood elevations of watercourses, ponds and marsh areas as determined by survey.
- C. All proposed easements and public and community areas. All proposed streets with profiles indicating grading, and cross sections showing width of sidewalk, and locations and size of utility lines, according to the standards and specifications of the village.
- D. Such other items and information pertaining to the site as the village planner or consultant or the village engineer may reasonably determine to be necessary or helpful to the village in reviewing the application. (Ord. 2001-08A, 4-2-2001)

10-8-6: **DEVELOPMENT REVIEW PROCEDURE:** After the filing of the complete application and site plan referred to above, copies shall be delivered to each of the members of the development review committee. The development review committee shall review the application, site plan, and any other evidence submitted by the applicant or interested party. The development review committee may request additional information, testimony, or submissions of the applicant relevant to the application and site plan. The development review committee shall act to ensure compliance with all ordinances of the village. The development review committee may recommend approval or disapproval of the proposed plan, or may recommend approval subject to appropriate conditions and safeguards. The development review committee shall forward its recommendation to the president and the board of trustees for full review. (Ord. 2002-03, 3-18-2002)

10-8-7: **SITE APPROVAL:** The president and board of trustees shall acknowledge receipt of the recommendation from the development review committee at a regular business meeting or committee meeting, and schedule a time to review the recommendation. Such review may take place as part of the board's regular business meeting or committee meeting. Notice of the meeting to review the recommendation will be published pursuant to the provisions of the open meetings act, if it is not part of a regularly scheduled board meeting. No new information or evidence may be presented. If the applicant wishes to present such new evidence or information he must request that the application be returned to the development review committee, which shall examine any new evidence

presented and shall forward a new recommendation to the president and board of trustees.

The president and board of trustees shall issue a decision affirming, denying, or modifying the recommendation of the development review committee based upon the factors and objectives set forth herein. The decision and findings contained therein shall be final. (Ord. 2002-03, 3-18-2002)

10-8-8: **FAILURE TO REVISE SITE PLAN:** In the event the village board requires any correction or revision of the site plan, no building permit shall be issued until the applicant has submitted a site plan corrected or revised in accordance with the requirements of the village board. (Ord. 2002-03, 3-18-2002)

10-8-9: **COMPLIANCE, TIME LIMIT:** Any action of the applicant to construct, operate or maintain any building, structure, or use in a manner other than provided for in the approved site plan, shall constitute a violation of this title and shall be the basis for the issuance of a stop order.

The failure of the applicant to complete construction within two (2) years of site plan approval, or any longer period specified by the village board at the time of its approval, shall nullify the permit. However, extensions of time for completion by the applicant shall be freely granted by the village board upon the request of applicant, together with evidence of continuing progress toward completion and no detriment to the village. (Ord. 2002-03, 3-18-2002)

10-8-10: **EXTENT OF AUTHORITY:** Nothing in this title shall be interpreted to give the village board or development review committee power to authorize in any district any use of a building or structure not permitted by law in that district, to issue any exception, variance, or special permit, to approve any conditional use, to exclude from any district any use permitted by the regulation of the district merely on the grounds that such use is inappropriate in a specific location. Any development approved under the provisions of this title shall conform to all ordinances or regulations of the district in which the proposed development is located, specifically the permitted height and coverage, and the required lot area per dwelling unit, usable open space, lot width and lot depth, yards and off street parking and loading spaces. (Ord. 2002-03, 3-18-2002)