

ARTICLE XII
SITE PLAN

Section 12.01 **EXEMPT USES.**

- (a) single or two-family dwellings
- (b) temporary use (not to exceed six months) of land different from its existing state.

Section 12.02 **SITE PLAN REQUIRED.**

- (a) All planned buildings and/or structures or uses of land, unless exempted, whether they be new, substantially changed, converted or reconstructed must secure approval of a site plan from the Planning Commission.
- (b) No building permit shall be issued prior to approval of the site plan.

Section 12.03 **BASIC INFORMATION REQUIRED.**

A site plan shall contain as much of the following basic information as is pertinent to the proposed use of the land:

- (1) name and address of the developer
- (2) name and address of the property owner
- (3) signature, registration number and address of the professional engineer, surveyor or architect who assisted in the development of the site plan.
- (4) survey information including distances with angles or bearings and north points
- (5) plan scale not exceeding one inch equaling 50 feet.
- (6) zoning classification of the land and names of adjoining land owners and zoning classification of adjacent lands.
- (7) small key (location) map
- (8) existing and proposed contours or spot grades at no more than two-foot intervals
- (9) existing and proposed street curb cut radii and curb cut width
- (10) location dimensions and area of existing buildings not to be razed.

- (11) proposed buildings with location dimensions, building area and height
- (12) distance on all sides between buildings and property lines and between buildings
- (13) building use
- (14) area of land in square feet
- (15) drainage design for roof areas, parking lots and driveways, showing area for or method of disposal of surface runoff waters.
- (16) location and use of all buildings on adjacent lands that are within 50 feet of the property line of the property in question.
- (17) limits and location of proposed or existing street cart ways, curbs, sidewalks, easements and right-of-way
- (18) location, size and elevation of proposed or existing sanitary sewer facilities, storm sewers, catch basins, and drywells.
- (19) location and approximate diameter of proposed or existing trees and other woody stemmed plantings together with the common names of the plantings.
- (20) limits and location of plantings or physical structures designed for screening
- (21) limits, location and size of retaining walls and the type of material to be used in construction.
- (22) limits and location of parking lots, driveways, parking bays, outside storage; garbage areas; loading and unloading areas and surfacing and screening thereof.
- (23) directions of vehicular traffic flow to, from and within the area, together with traffic control signs and markings.
- (24) locations, height, candle power and type of all outside lighting, including street lighting and sign lighting.
- (25) locations, size, height and overall dimensions of outside signs.
- (26) such other or different information as may be required by the design standards set forth hereinafter or as required elsewhere in this ordinance.

Section 12.04 **DESIGN STANDARDS.**

The following general principle of design shall be incorporated into the site plan and approved of by the Planning Commission.

(1) Landscaping.

- (a) All front yards shall be landscaped to soften the effect the building creates at ground level,
- (b) Existing trees shall be preserved where possible.
- (c) Surfaces denuded of vegetation shall be seeded to prevent soil erosion.

(2) Surface Water, Sewage Disposal and Erosion Control.

- (a) Storm water and sanitary sewage systems shall be laid out by a professional engineer.
- (b) Run-off water from parking lots, roofs and driveways shall not be allowed to run onto private property that is not a part of the site unless easements have been obtained.
- (c) Surface run-off waters shall be directed into municipal facilities; where municipal facilities are not available, a drywell or drainage area owned or controlled by the owner or developer shall be provided.
- (d) Sanitary sewage shall be directed into municipal facilities where such facilities are available; where municipal facilities are not available and when approval of the County Board of Health is secured other disposal methods may be used.
- (e) Retaining walls shall be constructed where necessary for land stabilization.

(3) Parking lots

- (a) Parking lots shall be designed to avoid the problem of vehicles backing onto streets, alleys and sidewalks.
- (b) Vehicular traffic flow to, from and within land containing a parking lot shall be controlled by appropriate traffic control signs and surface markings.

- (c) Adequate provision shall be made for vehicle ingress and egress.
- (d) Provisions shall be made for a safe and convenient circulation pattern within any parking lot.
- (e) Proposed curb cut widths shall be kept to a minimum consistent with vehicular and pedestrian safety; Curb cut radii shall allow safe ingress and egress of vehicles from and to the proper lane of traffic on the street which they adjoin. Existing curb cuts and curb cut radii shall be used only if they comply with appropriate standards for proposed curb cuts and curb cut radii.
- (f) Vehicular bumper-guards or wheel stops shall be provided to prevent encroachment of vehicles onto sidewalks.

(4) Rubbish, garbage, and storage areas.

- (a) Outside rubbish, garbage and storage areas shall be permanently screened from view to a height of at least six feet and shall be constructed to prevent accidental dispersal of the materials contained therein.

(5) Parking Lot Lighting.

- (a) A parking lot shall be lighted for vehicular and pedestrian safety.
- (b) In residential areas the maximum height above ground of lights shall be fifteen feet; maximum foot candles at ground level shall be two; minimum foot candles at ground level shall be five-tenths; flood and spotlights shall be shielded to prevent glare on adjoining lands.
- (c) In commercial or industrial areas; flood and spotlights shall be shielded to prevent glare on adjoining lands, the maximum height above ground level of lights shall be thirty feet; minimum foot candles at ground level shall be one to five in shopping centers, and five-tenths to one in industrial areas.

Section 12.05 **PROCEDURE**

- (a) Seven copies of the site plan shall be filed with the application and the Planning Commission shall submit copies to the reviewing agencies and request written comment on the proposal.

- (b) The Planning Commission shall review an application and recommend modification if necessary within forty-five days from the time it is reviewed and shall cause its written approval or disapproval to be filed with the Building Inspector within five days thereafter.

Section 12.06 **COMPLIANCE REQUIRED.**

- (a) It shall be the duty of the zoning Administrator to insure that the approved site plan is followed by the owner or developer.
- (b) No departure from the approved site plan shall be permitted without the express written permission of the Planning Commission.
- (c) The Building Inspector shall not issue a certificate of occupancy until the site plan has been complied with.
- (d) The Building Inspector may issue a temporary certificate of occupancy with the written permission of the Planning Commission where the approved site plan has been substantially complied with, but the owner or developer is prevented from complete compliance by reason of occurrences beyond his control. Prior to issuance of the temporary certificate of occupancy, the owner or developer shall file with the municipal clerk a corporate bond to the municipality and for the use of the municipality in a sum sufficient to cover the cost of completion of the unfinished items required by the approved site plan. The bond shall be executed by the owner or developer and shall be approved by the municipal attorney. The condition of the bond shall be that if the owner or developer shall comply with the approved site plan and provide the unfinished items, then the obligation shall be null and void. A further condition of the bond shall be that the penalty shall attach and the surety shall be liable if the owner or developer shall not have complied with the condition of the bond within one year after date of its execution.
- (e) The land area of a site developed pursuant to an approved site plan shall not thereafter be reduced in size, and no substantial change shall thereafter be made in the site plan or structures thereon without the express written permission of the Planning Commission; the procedure for review and approval or disapproval shall be the same as for the initial application.
- (f) The Planning Commission may grant a variance from the provisions of this article only and only where special conditions pertaining to a specific piece of property or when a literal enforcement of the provisions or requirements of this article will result in particular difficulty or hardship or serve no useful purpose provided the spirit of the article is upheld in representing the best interests of the public health, safety and welfare.