

ARTICLE 8.2 – SITE PLAN AND BUSINESS PERMIT APPROVAL

SECTION 8.2.001 - PURPOSE

The purpose of Site Plan Approval and Business Permit is to ensure compliance with this Code and other applicable codes and Ordinances by the establishment of any use or development which is permitted by the land use zone.

Site Plan Approval is required of the following: The construction, alteration, addition, change of occupancy, or other site improvements for all apartment house, civic, commercial and industrial properties. Site Plans for new development shall be approved by the Community Development Department/Planning Division with Community Development Department/Building Division concurrence.

A Business Permit may be substituted for the Site Plan Approval for an existing structure where there is a change of ownership or occupancy, where the use remains the same and the anticipated investment in a single or phased remodeling or addition is equal to or less than thirty percent (30%) of the assessed value of the improvements. The Business Permit must be approved by the Community Development Director/Planner.

If Site Plan approval is sought for an addition, alteration or change of occupancy located on a site that does not comply with City on-site improvement standards, this Code does not require that the entire site be brought to City on-site improvement standards. However, at a minimum, ten percent (10%) of the cost of the project (building addition, remodeling or alteration, or other requires supporting site improvements) shall be allocated to bringing on-site improvements into compliance with City standards unless such standards can be met at lesser cost. Off-site improvement requirements are set forth in Article 6.3 of this Code.

SECTION 8.2.002 - REVIEW PROCEDURE

Application for Site Plan Approval shall be subject to the Community Development Department/Planning Division Review Procedure. No Building Permit shall be issued until a Site Plan has been approved by the Community Development Director/Planner. Upon receiving Site Plan Approval, work must begin within one (1) year from the approval date, with the option of a one (1) year extension or the Site Plan Approval will be revoked.

SECTION 8.2.003 - REVIEW CRITERIA

A Site Plan shall be approved if the reviewing authority shall find that it satisfies all applicable requirements of this Code and other applicable codes and Ordinances.

SECTION 8.2.004 - PROCESSING

In the processing of Site Plan Approval, the following procedures shall be followed, in accordance with Chapter 9 of this Code:

- A. Initiation - Application for Site Plan Approval shall be initiated by the owner and/or the owner's authorized representative, for which Site Plan approval is sought.
- B. Filing - Application for Site Plan Approval shall be filed on forms provided by the City Community Development Director/Planner, shall set forth in detail all the information requested, and shall be accompanied by a filing fee. Twenty (20) copies of the site plan drawing shall be submitted to the Community Development Department/Planning Division, for distribution to and review by the Development Review Committee, along with the application and appropriate filing fee. The

application shall be accompanied by any such information as listed on the application submittal checklist.

- C. Filing Fee - There shall be a filing fee set by the City Council, by resolution, to defray the costs incidental to the review process.
- D. Review by Appropriate Authority - The Community Development Director/Planner, as provided by Chapter 9 of this Code, shall review the application and render a decision as provided by the review procedure.
- E. Site Plan Approval – Within one (1) year of the date of approval, the improvements shall commence in accordance with the Site Plan Approval. The development shall be completed within two (2) years of Site Plan approval. Failure to complete improvements in accordance with the Site Plan approval within two (2) years, such approval shall become void and a new application shall be filed for Site Plan Approval. However, the review authority may grant one (1) extension, limited to (1) year, upon the request of the applicant and a showing of good cause. Any Site Plan improvements or repairs to private or public improvements damaged during construction not completed prior to building occupancy will require a bond equal to the estimated remaining improvement or repair costs. No deviation from the approved site plan will be permissible without approval of the Community Development Director/Planner.

SECTION 8.2.005 - SITE PLAN REQUIREMENTS

Site plans shall be drawn to clearly depict the following characteristics of the property and proposed project:

- A. Location, exterior boundaries, and dimensions of property involved; scale and north arrow.
- B. Location, name, width, and pavement type of adjacent street(s) or alleys; and proposed curbs, gutter and sidewalk improvements, if any.
- C. Location, dimensions (including height), and use or occupancy of all existing and proposed structures on the property, including accessory structures, and including any decks, balconies, and other structural elements that protrude into yard areas.
- D. Corner elevations of primary structures and direction of surface water flows onto, through, and off the property including the location of channels, creeks, swales and other existing or proposed drainage facilities affecting the proposed Site Plan.
- E. Location, type, and dimensions of proposed on-site sewage disposal and water supply, if any.
- F. Location and dimensions of existing or proposed driveways and enclosed or open parking areas, including type of surface materials.
- G. Location and descriptions of any major topographic, natural or man-made features on the site, such as rock outcrops, water features, existing vegetation, trees, graded areas, etc.
- H. Landscaping as required by Article 5.6.
- I. Parking and Loading areas as required by Article 5.7.
- J. Signs as required by Article 5.8.

- K. Vehicular Access and Circulation as required by Article 6.2.
- L. Street Trees, Curbs, Gutters, and Sidewalks as required by Article 6.3.
- M. Site Drainage and Grading as required by Article 6.5.
- N. Utilities as required by Article 6.9.
- O. Solid Waste Facilities as required by Article 6.10.
- P. Signature of applicant, printed name, address and telephone number.
- Q. Location, type, and dimensions of utility easements crossing the property.
- R. Any submittal requirements shown on the application form checklist for Site Plan Applications.