

## ARTICLE 2A

### SITE PLAN REVIEW

#### SECTION 2A.01. PURPOSE.

It is recognized by this Ordinance that the development of each parcel and site within the Township is critical toward achieving sound planning and zoning practices which benefit the entire community. Toward this end, specific information is requested of each developer or resident seeking to make improvements on land, whether it is new construction on a vacant parcel or for additions or alterations to an existing structure. The information required of each applicant may be different depending upon the scope of the improvement to be made.

#### SECTION 2A.02. BUILDINGS, STRUCTURES, AND USES REQUIRING SITE PLAN REVIEW.

The building inspector shall not issue a building permit for construction until a review for compliance with this Ordinance has been completed by the zoning administrator. The following buildings, structures, and uses shall be subject to full site plan review as specified in Section 2A.05:

- A. A multiple-family dwelling containing three or more dwelling units.
- B. Any permitted or conditional use located within the commercial or industrial zoning districts, except for any detached buildings accessory to an existing principal building or use which are less than 1,500 square feet in area (subject to sketch plan review).
- C. Any conditional use within the agricultural or residential zoning districts which have commercial applications resulting in two or more employees or the creation of three or more parcels, lots or units or for housing seven or more residents within one facility or for other more intensive development. Such uses shall include churches, schools, planned unit developments, site condominiums, residential care facilities, mobile home parks, recreation facilities, intensive livestock operations, telecommunication towers and other uses where sketch plans are not sufficient for the issuance of a building permit or conditional use approval.

#### SECTION 2A.03. BUILDINGS, STRUCTURES, AND USES REQUIRING SKETCH PLAN REVIEW.

The building inspector shall not issue a building permit for construction until a review for compliance with this Ordinance has been completed by the zoning administrator. The following buildings, structures and uses shall be subject to sketch plan review with approval by the building inspector, zoning administrator, Planning Commission, or Township Board where required.

- A. All permitted uses within the agricultural or residential zoning districts, including accessory buildings, subject to meeting the site development requirements for the district in which the building, structure or use is located.

- B. All conditional uses or any other uses not subject to site plan review, including accessory uses or buildings, home occupations or temporary uses.

SECTION 2A.04. SUBMISSION AND CONTENT OF SITE PLANS AND SKETCH PLANS.

- A. Site plans and sketch plans shall be submitted to the zoning administrator.
- B. The zoning administrator, Township Planning Commission or Township Board may require, in addition to the site plan, information which addresses environmental, economic, fiscal, or social impacts of the proposed development.
- C. Each submission for site plan review shall be accompanied by one application and four copies of the site plan and landscape plan for a standard review and ten copies of the site plan and landscape plan for a conditional use application. The application shall, at a minimum, include the following information:
1. Applicant's name, address, and phone number.
  2. Proof of property ownership, and whether there are any options or liens against it.
  3. A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf.
  4. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s).
  5. The address or parcel number of the property.
  6. Project title.
  7. Project description, including the total number of structures, units, bedrooms, offices, square feet, parking spaces, employees, amount of recreation and open space, and related information as pertinent or otherwise required by the ordinance.
  8. Name and address of the developer (if different from the applicant).
  9. Name and address of the engineer, architect and/or land surveyor.
  10. A vicinity map drawn at a scale of one inch equals 200 feet with north point indicated.
  11. The gross and net acreage of all parcels in the project.
  12. Land uses, zoning classification and existing structures on the subject parcel and adjoining parcels.

13. Project completion schedule/development phases.

D. The site plan shall consist of an accurate, reproducible drawing at a scale of one (1) inch equals twenty (20) feet to one (1) inch equals one hundred (100) feet, showing the site which depicts the following:

1. Property lines with dimension and setback lines.
2. Existing topographic elevations at two (2) foot intervals, proposed grades, and direction of drainage flows.
3. Location and type of existing soils on the site with any certifications of borings.
4. Watercourses and water bodies, including county drains and manmade surfaces, drainageways, floodplains and wetlands.
5. Location of existing and proposed buildings and intended uses thereof, as well as the length, width, and height of each building.
6. Proposed location of accessory structures, buildings and uses including but not limited to all flagpoles, light poles, bulkheads, docks, storage sheds, and the method of screen where applicable.
7. Location of existing public roads, rights-of-way, and private easements of record.
8. Locations of abutting streets and proposed alignment of streets, drives, curb cuts, and access easements serving the development.
9. Locations and design of barrier-free access carports, parking areas (including indication of all spaces and method of surfacing), fire lanes, and all lighting thereof.
10. Location, size, and characteristics of all loading and unloading areas.
11. Location and design of all sidewalks, walkways, and bicycle paths.
12. Location of water supply lines and/or wells, including fire hydrants and shutoff valves, and the location and design of wastewater lines, cleanout locations, connection points, and treatment systems, including septic systems, if applicable.
13. Location of all other utilities of the site including, but not limited to, natural gas, electric, cable TV, telephone, and steam.
14. Proposed location of common open spaces and common facilities, if applicable.
15. Location, size and specifications of all signs and advertising features with cross sections.

16. Location and specifications for all fences, walls, and other screening features with cross sections.
17. Location and specifications for all proposed perimeter and internal landscaping and the buffering features. For each landscape material the proposed size at the time of planting and of all vegetation to be retained on the site must be indicated.
18. Location and specifications for all solid waste disposal facilities.
19. Location and specifications for any existing or proposed above or belowground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.
20. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan.

E. Each submission for sketch plan review, whether for a conditional use permit and/or a building permit, shall include, at a minimum, the following information:

1. Applicant's name, address and phone number.
2. Proof of ownership or a signed statement from the owner indicating they are acting on the owner's behalf.
3. The address or parcel number for the subject property.
4. The dimensions and total lot area of the subject property.
5. The zoning of the subject property and the proposed front, side, and rear yard setbacks.

F. The sketch plan shall consist of no less than eight and a half (8½) by eleven (11) inches drawing at a scale of either one (1) inch equals fifty (50) feet or one (1) inch equals one hundred (100) feet. It shall show the following information:

1. Property lines with dimensions and frontage on any right-of-way, with the top of the drawing serving as the northern boundary of the site.
2. The location of any existing and proposed buildings and the setback distance from the property lines.
3. The size (square footage) of any existing and proposed buildings, based upon exterior dimension, with the principal building or dwelling unit identified separately.

4. The presence of any easements and/or the location of any greenbelt buffer or landscaping required by the ordinance.
5. The location of parking, driveways, or other access and the type of surface existing and/or proposed (such as gravel or asphalt).

SECTION 2A.05. REVIEW AND APPROVAL OF SITE PLANS AND SKETCH PLANS.

- A. The zoning administrator shall review preliminary site plans and sketch plans and contact the applicant as to whether the ordinance requirements have been met.
- B. The zoning administrator may, at his/her discretion, request of the supervisor a review of such plans by an engineer, architect or planner retained by the Township for such review. The cost of the review may be charged to the applicant where such expense is in excess of the required fee for site plan review.
- C. The zoning administrator may schedule the site plan with a request for a conditional use permit for review by the Planning Commission. Following review by the Planning Commission, the site plan may be approved with or without required changes, denied, or tabled for further review at a subsequent time. Applications for conditional use permit should include either a preliminary site plan or sketch plan, with the final site plan approved by the Planning Commission following action by the Township Board in order that the site plan may incorporate any required conditions imposed by the Board.
- D. The applicant will be notified of the date of the meeting for review of the applicant's request before the Planning Commission. The applicant may choose to submit plans which are incomplete in terms of the required information for submission. The Planning Commission may approve site plans or sketch plans lacking some of the required information if they believe the development will be harmonious with surrounding land use.
- E. Approval or disapproval of the site plan shall be issued by the Planning Commission within sixty (60) days of receipt of the application and payment of the required fees.
- F. Site plan approval shall be valid for one (1) year following the approval by the Planning Commission.

SECTION 2A.06. DEVELOPMENT REQUIREMENTS.

All site plans shall be consistent with the development standards as specified in the Clarendon Township Zoning Ordinance. A performance bond may be required by the conditions of the site plan in order to ensure completion of the plan as authorized by Section 2.09 of this Ordinance.

SECTION 2A.07. CONFORMITY TO APPROVED SITE PLAN.

When an applicant receives site plan approval, he/she must develop the subject property in complete conformity with the approved plan. If a building permit has not been obtained and on-site development actually begun with one year of the date of approval, the site plan approval shall become void and the developer shall make a new application for approval before proceeding.