

## Sec. 6-45. - Site plan review procedures.

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- (a) Prior to the issuance of building permits or commencement of construction for new structures and for additions that expand floor area, site plan review and approval is required in accordance with the following procedures.
- (1) Site plan review is required for all proposed uses and certain existing uses within the village where an alteration, addition, expansion, change or conversion constitutes an increase or reduction to the existing structure or use of more than 500 square feet or ten percent, whichever is less; or would require a variance from the provisions of this chapter, regardless of its size. Site plan review shall also be required prior to the paving of any off-street parking for any use for which off-street parking is required by this chapter.
  - (2) Site plan review shall not be required for individual single-family dwellings, or residential accessory storage buildings.
  - (3) The village shall not issue a building or an occupancy permit for such use until a final site plan has been approved and is in effect.
  - (4) No grading, removal of trees or other vegetation, landfilling or construction of improvements shall commence for any development which requires site plan approval until a final site plan is approved and is in effect, except as otherwise provided in this article.
  - (5) Site plan review shall not be required for interior, accessory, and subordinate buildings that require no new or additional means of access thereto from adjoining public roads or highways and complying with all zoning ordinance requirements.
- (b) *Site plan approval.*
- (1) *Application.* Any applicant shall submit a request for site plan approval by filing with the zoning administrator completed forms, payment of the review fee, and 13 copies of the site plan drawing(s). The administrator, upon receipt of the application, shall transmit only complete submittals of the preliminary site plan drawings to the planning commission prior to its next regular meeting.
  - (2) *Information required.* A site plan submitted for review and approval shall contain the following information:
    - a. Proprietors, applicants, and owner's names addresses and telephone numbers.
    - b. Date of preparation, including revisions
    - c. The sheet size shall be at least 24 inches x 36 inches with the plans drawn to a scale of no greater than one inch = 50 feet for property less than three acres, or no greater than one inch = 100 feet for property three acres or more.

- d. North arrow.
- e. Location map drawn to a scale of one inch = 2,000 feet with north arrow indicated.
- f. Architect, engineer, surveyor, landscape architect, or planner's seal.
- g. Existing and proposed lot lines, building lines, structures, parking areas, etc., on the parcel and within 100 feet of the parcel.
- h. Center line, and existing and proposed right-of-way lines of any street.
- l. Zoning classification of the parcel and all abutting parcels.
- j. Gross acreage figure.
- k. Acceleration, deceleration, passing lanes, and approaches.
- l. Locations of existing and proposed service facilities above and below ground, including chemical and fuel storage tanks and containers, water supply facilities, sanitary sewage disposal facilities, stormwater facilities, and easements.
- m. Location of all structures with setback and yard dimensions.
- n. Dimensioned parking spaces, drives, and method of surfacing.
- o. Parking calculations.
- p. Exterior lighting locations and illumination patterns.
- q. Location and description of all existing and proposed landscaping, berms, fencing, and walls.
- r. Trash receptacle pad location and method of screening.
- s. Transformer pad location and method of screening.
- t. Dedicated road or service drive locations.
- u. Entrance details, including sign locations and size.
- v. Designation of fire lanes.
- w. Existing topography with a maximum contour interval of two feet, including topography on the site and within 100 feet of the site in all directions.
- x. A grading plan, showing finished contours at a maximum interval of two feet, correlated with existing contours to clearly indicate required cutting, filling, and grading.

- y. Location of existing wetlands, and natural resource features, including woodlands and areas with slopes greater than ten percent (one foot of vertical elevation of every ten feet of horizontal distance).
- z. For residential developments:
  - 1. Density calculations by type of unit by bedroom counts.
  - 2. Designation of units by type and number of units in each building;
  - 3. Carport locations and details where proposed;
  - 4. Specific amount, and location of recreation space.
- aa. For commercial and industrial developments:
  - 1. Loading/unloading areas;
  - 2. Gross and useable floor areas;
  - 3. Number of employees in peak usage.

(c) *Standards for review.* In reviewing the site plan, the planning commission shall determine whether the plan meets the following specifications and standards:

- (1) The plan conforms to all zoning ordinance regulations;
- (2) All required information is provided;
- (3) The proposed use will not be injurious to the surrounding neighborhood and protects the general health, safety, welfare and character of the village.
- (4) There is a proper relationship between major thoroughfares and proposed service drives, driveways and parking areas. Proper access to all portions of the site and all sides of any structure is provided. All structures or groups of structures shall be so arranged as to permit emergency vehicle access by some practical means to all sides.
- (5) The location of buildings is such that the adverse effects of such uses will be minimized for the occupants of that use and surrounding areas.
- (6) Natural resources will be preserved to the maximum extent possible in the site design by developing in a manner which will not detrimentally affect or destroy natural features such as lakes, ponds, streams, wetlands, steep slopes, soils, groundwater and woodlands.
- (7) Stormwater management systems and facilities will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible and will not substantially reduce or increase the natural retention or storage capacity of any wetland, water body or water course, or cause alterations which could increase flooding or water pollution on or off site.
- (8) Wastewater treatment systems, including on-site septic systems, will be located to minimize any potential degradation of surface water or groundwater quality and meet county and state standards.
- (9) Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater or nearby water bodies in accordance with county and state standards.
- (10) Landscaping, including grass, trees, shrubs and other vegetation is provided to maintain and improve the aesthetic quality of the site and area.
- (11) The proposed use complies with all village ordinances and any other applicable laws.

(d)

*Planning commission action.* The planning commission shall approve with conditions or deny the site plan within 60 days of the date of the planning commission meeting at which the site plan is first heard. The time limit may be extended upon a written request by the applicant and approved by the planning commission. The planning commission may suggest and/or require modifications in the proposed site plan as are needed to gain approval. All engineering drawings and plans shall be reviewed by the village engineer, DPW, and fire chief before a site plan may be approved by the planning commission.

- (1) *Effect of approval.* Approval of a site plan authorizes issuance of a building permit or, in the case of uses without buildings or structures, issuance of a certificate of zoning compliance.
- (2) *Expiration of approval.* Approval of a site plan shall expire and be of no effect one year following the date of approval unless construction has begun on the property in conformance with the approved site plan. Approval shall also expire and be of no effect unless a building permit shall have been taken out within 180 days of the date of approval of the site plan.
- (e) *Amendment of approved site plan.* The zoning administrator shall have the authority to determine if a proposed change requires an amendment to an approved final site plan. A site plan may be amended upon application and in accordance with the procedure herein for a final site plan. The zoning administrator may approve minor changes in an approved final site plan, provided that a revised final site plan drawing(s) be submitted showing such minor changes, for purposes of record.
- (f) *Modification of plan during construction.* All improvements shall conform to the final site plan. It shall be the responsibility of the applicant to notify the zoning administrator of any such changes prior to such change being made. Any changes which result in a material alteration of the site plan approved by the planning commission shall require resubmittal to the planning commission. The planning commission, or zoning administrator may require the applicant to correct the changes to conform to the approved site plan.
- (g) *Phasing of development.* The applicant may, at his discretion, divide the proposed development into two or more phases. In such case, the site plan shall cover the entire property involved and shall clearly indicate the location, the size, and character of each phase.
- (h) *Inspection.* The building inspector shall be responsible for inspecting all improvements for conformance with the approved site plan. All subgrade improvements such as utilities, sub-base installations for drives and parking lots, and similar improvements shall be inspected and approved prior to covering. The applicant shall be responsible for requesting the necessary installation.

The building inspector shall notify the zoning administrator, in writing, when a development for which a site plan is approved has passed inspection with respect to the approved final site plan. The building inspector shall notify the zoning administrator, in writing, of any development for which a final site plan was approved, which does not pass inspection with respect to the approved final site plan and shall advise the zoning administrator of steps taken to achieve compliance. In such case, the building inspector shall periodically notify the zoning administrator of progress towards compliance with the approved final site plan and when compliance is achieved.

(i) *Violations.* The approved site plan shall regulate development of the property and any violation of this article, including any improvement not in conformance of the approved final site plan, shall be deemed a violation of this chapter as provided in [article 26](#), and shall be subject to all penalties therein.