



## **ARTICLE V. SITE PLAN REVIEW**

Sec. 82- 166. Purpose of article.

The intent of this article is to provide for consultation and cooperation between the land developer and the planning commission in order that the developer may accomplish his objectives in the utilization of his land in accordance with the regulations of this chapter and with minimum adverse effect on the use of adjacent streets and on existing and future land uses in the immediate area and vicinity.

### **Sec. 82- 167. Developments requiring review.**

The building inspector shall not issue a building permit for the construction or alteration of the following buildings; structures or uses until a site plan has been reviewed and approved by the planning commission:

- 1) Multiple -family buildings containing four or more dwelling units;
- 2) Mobile home parks.
- 3) Office, commercial or industrial buildings with a total floor area greater than 1500 square feet.
- 4) An increase in the building floor area up to 1, 500 square feet or 20% of the existing floor area, whichever is less, based on the cumulative total of the proposed expansion to multiple-family buildings containing four or more dwelling units, office, commercial or industrial buildings.
- 5) A commercial parking lot in which the parking is not on the same parcel of land as the land use the parking lot serves; or any expansion of at least 20 parking spaces or 4,000 square feet of vehicle parking surface to any vehicle parking area.

### **Sec. 82-168. Application procedure.**

A request for site plan review shall be filed with the village manager and be accompanied by the following:

- 1) Application. Three copies of the application for site plan review shall be filled out completely and returned to the village manager' s office.

2) Fee. A review fee, the schedule of which shall be determined by the village council, will be paid by the applicant to cover the cost of processing the site plan.

3) Site plan Requirements. The following information must be included on all Site

Plans submitted for review.

### **General**

a. Two ( 2) sets of plan documents on uniform sheets no greater than 30" x42" and seven ( 7) 18" x 24" reproductions of the plan.

b. It shall be of a scale not greater than one (1) inch equals twenty (20) feet nor smaller than one (1) inch equals two hundred (200) feet and of such accuracy that the planning commission can readily interpret the plan.

c. All plans shall be accurately scaled with an appropriate descriptive legend, and a north arrow oriented to the top of the sheet.

d. A vicinity map shall be submitted showing the location of the site in relation to the surrounding street system.

e. It shall identify subject property by lot lines and location, including dimensions, angles and parcel size, correlated with the legal description of the property.

f. it shall show the name, address and phone number of the property owner and applicant.

g. It shall show the professional seal, signature, address and telephone number of the firms/ professionals involved with the preparation of the site plan.

h. Environmental Checklist. The Applicant or Owner shall submit to the village manager's office a completed Environmental Checklist.

i. Stormwater Management Plan. The Applicant or Owner shall submit to the village manager's office a Stormwater Management Plan and stormwater calculations worksheet completed and endorsed (stamped) by a licensed qualified professional.

j. Stormwater Best Management Practices Operations & Maintenance Agreement. The Applicant or Owner shall submit to the clerk's office a signed Stormwater Best Management Practices Operations & Maintenance Agreement between the Village and the Landowner or Designee and the applicable recording fee.

### **Location**

a. It shall show the existing and proposed topography in at least two -foot contour intervals including natural features such as woodlots, streams, rivers, lakes, drains and similar features.

b. It shall show existing manmade features on, and within one hundred (100) feet of the site, such as buildings, structures, high tension towers, pipe lines, existing utilities such as water and sewer lines, etc., excavations, bridges, culverts, drains and easements and shall identify the existing uses and zoning of adjacent properties.

C. It shall identify any buildings or structures to be demolished on the site.

d. It shall show the building location including front, side and rear setbacks, proposed finished floor and grade line elevations, size of proposed main and accessory buildings, their relation to one another and to any existing structures on the site, the height of all buildings and square footage of floor space.

e. Site plans for multiple -family residential development shall include a density schedule showing the number of dwelling units per net acre, including a dwelling schedule showing the unit type and number of each unit type.

f. It shall show the proposed streets, driveways, sidewalks, bike paths and other vehicular and pedestrian circulation features within the properties adjacent to the site.

g. It shall show access, both pedestrian and vehicular, showing approach type, dimensions, materials, radii on curb returns and points of ingress and egress.

h. It shall show the location, typical size and number of standard and handicap parking spaces in the off-street parking areas and the identification and dimension of service lanes, service parking and loading and unloading areas.

i. It shall show location of refuse area and proposed screening.

j. It shall show the location, height, type and wattage of proposed lighting fixtures, structures or poles.

k. It shall show the location size and height of existing and proposed signs.

l. It shall show the proposed location, use, and size of open spaces and the location, type and height of any landscaping, screening, fences or walls on the site. Any proposed alterations to the topography and other natural features shall be indicated.

m. It shall show location of proposed storm water structures and systems.

n. Any other information deemed necessary by the planning commission.

### **Calculations**

a. Gross area of site.

b. Net area of open space exclusive of buildings, parking areas, drives and other developed areas

C. Number of parking spaces required by ordinance

d. Number of parking spaces provided

e. Net useable floor area.

f. Calculated Runoff Volume.

### **Sec. 82-169. Action on site plan.**

- a) The disposition of all site plans shall be the responsibility of the planning commission.
  - b) The village manager shall transmit the completed application to the chairman of the planning commission or zoning board of appeals who shall place it on the agenda of the commission.
  - c) The applicant will receive a written notice stating the date, time and place that his application will be reviewed.
  - d) Approval or disapproval of the site plan shall be issued within 60 days of receipt of the application. All provisions of applicable ordinances must be met and also any special conditions or requirements imposed by the planning commission must be incorporated into the plan before the issuance of a building permit.
  - e) Site plan approval shall be valid for one year from and after the date of approval.
- 1) Extension. Upon written request, one extension of six months may be granted by the body that approved the sketch plan or final site plan for good cause shown if a request for an extension is submitted prior to the expiration of the permit pursuant to expiration.

Sec. 82- 170. Criteria.

The site plan shall be approved by the planning commission upon finding that:

- 1) The proposed use will be compatible with the surrounding neighborhood development. The provision for fencing, walls, and/ or landscaping may be required as a screening device to minimize adverse effects upon the surrounding development.
- 2) There is a proper relationship between major thoroughfares and proposed service drives, driveways and parking areas so as to ensure the safety and convenience of pedestrian and vehicular traffic.
- 3) Any possible adverse effects resulting from the locations of buildings and accessory structures will be minimized to the occupants of that use and the occupants of adjacent properties.
- 4) The proper development of roads, easements and public utilities has been provided to protect the general health, safety and welfare of the community.
- 5) The development proposed in the site plan is harmonious with, and not harmful or injurious to existing and planned future uses in the immediate area. The proposed development will be coordinated with improvements serving the subject property and with the other developments in the vicinity.
- 6) Exterior lighting proposed in the site plan complies with applicable Village regulations. Exterior lighting is arranged so it is deflected away from adjacent properties and it does not impede the vision of traffic along adjacent streets.
- 7) Signage proposed in the site plan complies with applicable Village regulations, and is generally complementary with surrounding signage and does not impede adjacent traffic operations.
- 8) The number and dimensions of off-street parking and loading/ unloading spaces, and the design of parking and loading areas, comply with the requirements of Article X: Off -Street Parking. The site provides barrier free parking and access in compliance with all applicable Federal, State and Village regulations.

9) The proposed project, the structure itself, and all proposed uses of the establishment must comply with all regulations implemented by the Village Council for the areas within the Vicksburg Central Shopping Overlay District and/ or the Vicksburg Downtown Development Authority boundaries.

**Sec. 82- 171. Conformity to approved site plan.**

a) When an applicant receives site plan approval, he must develop the subject property in complete conformity with the approved plan, except as may be modified by the planning commission. Approval of the site plan shall be valid for a period of one year. If a building permit has not been obtained and the onsite development was not begun within 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.

b) Once approved, the Village Manager may request a performance bond equal to 50 percent of the total cost of the project to ensure conformity with the approved site plan.

c) A property that does not conform to the approved plan will be denied a certificate of occupancy until it is brought into conformity with the approved plan.

**Sec. 82- 172. Amendment or Modification to site plan.**

A proposed amendment or modification to a previously approved site plan shall be submitted for review in accordance with the procedures of this article and may be approved by the reviewing body, subject to its conformance with all applicable requirements of this chapter. Modification of Final Site Plan During Construction. It shall be the responsibility of the applicant to notify the Village if changes to the site plan are made during construction. If they constitute minor deviations, they are subject to review and approval, approval with conditions or disapproval by the Village Manager and Building Official. If they constitute amendments, they are subject to review and approval, approval with conditions or disapproval by the Planning Commission.

**Minor Deviations.**

Minor deviations from a site plan may be approved by the Village Manager and

Building Official. All minor deviations shall comply with the minimum requirements of this Ordinance. All other modifications shall be considered amendments and shall be reviewed and approved by the Planning Commission in accordance with all requirements of this chapter.

Minor deviations may consist of:

a) Minor Variations in Layout. Minor variations in the design layout of the development.

b) Residential Floor Area. An increase or decrease in residential floor area of 5% or less of the site plan

c) Nonresidential Floor Area. An increase or decrease in commercial, industrial, institutional, semi- public, organizational and other nonresidential floor area of 5% or less of the site plan.

d) Finished Grades or Heights of Landscape or Screening Berms. Increases or decreases from the planned finished grades or heights of landscape or screening berms within two feet.

- e) Trees, Shrubs, Ground Cover. Changes in the species, sizes of specimens or spacing of required trees, shrubs, or the type of ground cover to be used as designated on the site plan.
- f) Finished Surface. Changes in the type of finished surface of walks, roads, drives, parking lots and loading and unloading paved areas.
- g) Height. Increases in the height of buildings or structures by less than 10%.
- h) Walls, Fencing, or Screening. Increases or decreases of the length or height of walls, fencing or screening by 20% or less.
- i) Accessory Uses. Additions or deletions of permitted accessory uses to the approved principal uses designated on the site plan.
- j) Right -of -Ways and Public or Private Easements. Additions, deletions or relocations of right-of-ways and public or private easements or adjustments to accommodate essential services for the proposed development or developments on adjacent properties.
- k) Changes Due to Unforeseen Natural or Environmental Conditions or Natural or Constructed Features. Additions to accommodate changes due to unforeseen natural or environmental conditions or natural or constructed features e. g. underground water or geological features, existing structures and improvements and items of historical or other significance.

### **Amendments**

A Site Plan may be amended only in accordance with the procedures and standards established for its original approval.