

## SITE PLAN REVIEW CHECKLIST

**SITE NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PARCEL NUMBER:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

*(Due a minimum of three (3) weeks prior to the next scheduled meeting)*

**FEE & REVIEW DEPOSIT AGREEMENT SUBMITTED:** \_\_\_\_\_

### APPLICANT INFORMATION

**APPLICANT:** \_\_\_\_\_  OWNER  DEVELOPER  AGENT

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

### VILLAGE REVIEWER

**REVIEWER NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE DATE:** \_\_\_\_\_

INTERNAL USE

Date Stamp

Engineer: \_\_\_\_\_

Fire Division: \_\_\_\_\_

Building Inspection: \_\_\_\_\_

# SITE PLAN REVIEW CHECKLIST

CHECKLIST FORM: THE FIRST COLUMN IS FOR THE APPLICANT AND THE SECOND COLUMN IS FOR THE VILLAGE REVIEWER. PLEASE CHECK FOR COMPLETENESS BY ANSWERING YES, NO, OR NA (NOT APPLICABLE) IN THE BOX.

*(Refer to the Codified Ordinances for more comprehensive information regarding rules and regulations)*

## 150.402 Requirements

An applicant shall file with the Zoning Inspector the following documents along with the application fee.

### Basic Requirements

A. A letter of submittal from the property owner or an agent authorized in writing by the property owner shall accompany the site plan which contains the applicant's phone number and mailing address.

B. The site plan documents shall include a complete legal description of the property and a general location sketch showing nearby section lines and/or residential and major roadways.

C. All site plans shall have the title "Site Plan Review" and include the site address; date of submittal and the submitter's name and address. The site plan shall indicate the scale of the drawing and shall use an engineer's scale. The scale of the site shall not exceed one inch to forty (40) feet. The site plan shall have the north arrow pointing toward the top of the drawing. The location map and site plan orientation shall be the same.

D. The following documents shall be filed: Ten (10) blue-line or black-line prints of the site plan on paper no smaller than 24 inches by 36 inches. Detailed drawings other than the site plan need not be submitted for the purpose of site plan review.

E. The site plan documents such include a color aerial photograph of the site to be developed from a publicly obtainable source such as Google maps, Google earth, map.live.com etc. of sufficient size and resolution to clearly illustrate property details, attributes and all abutting streets and roadways.

## 150.403 Site Plan Requirements

A. The site plan shall show the zoning classification(s) and existing uses of the property and all abutting property, the approximate location of buildings and driveway locations, opposite to and adjacent to the property.

B. The site plan shall indicate the dimensions including area of the property, the dimensions of the existing and planned buildings to be constructed and any buildings to be removed or other alterations to occur to the property.

C. The site plan shall indicate the distance of existing and proposed structure(s) to all right-of-way lines and distances of the structure(s) to the front, side and rear property lines.

D. The site plan shall indicate the name for all adjacent roadways and right-of-ways and pavement widths measured from the centerline of the roadway.

E. The site plan shall show the locations, height and material of all existing and proposed fencing and/or walls on the property.

F. The site plan shall show the location, height, lighting, type, and dimensions of existing or proposed signs on the property.

G. The site plan shall indicate the width(s) and location(s) of existing or proposed sidewalks, if any, and drive approach aprons. The drive approach width(s) shall be indicated where the apron meets the roadway pavement and shall be dimensioned at the throat.

H. The site plan shall show any ditches, creeks, or other natural features that may affect the development of the property. When appropriate, two-foot (2') contours and the 100-year high water elevation shall be shown on the site plan. Information on this requirement may be obtained from the Fulton County or Lucas County Engineer's office.

I. The site plan shall show the existing and proposed method of storm water drainage and/or areas to be used for storm water detention. *See also Section 150.243 Application and Design*

J. The site plan shall show existing and proposed sanitary and storm sewers, water mains and the location(s) of fire hydrants if present. In the event these improvements are not proposed, the site plan shall indicate the location of proposed or existing wells and sewage systems both on-site and on abutting parcels.

K. The site plan shall indicate the location of existing or proposed off-street parking spaces and drive aisles with complete dimensions, the number and size of the proposed parking stalls including handicap spaces and the type of pavement composition of the parking area (asphalt or concrete) and if the off-street parking area is located next to an existing parking area or on another parcel, the method of circulation, if any, between the two areas. *See also Section 150.244 Schedule of Parking Requirements.*

L. The location of proposed plant material, mulch beds, and other landscape improvements such as but not limited to berms, fences, etc., plant schedules with botanical and common plant names, quantity of plants to be installed, plant size at installation and on-center planting dimensions where applicable, and all existing plant material to be removed or retained and all new landscaping materials to be installed. *See also Section 150.501 Landscaping Requirements.*

M. A site plan with a proposed drive-thru window operation shall indicate where the vehicles will be lined up and how many vehicles can be stored at one time while waiting to use the order board and drive-thru window. *See also Section 150.148 Drive- Thru Service Requirements.*

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N. Exterior building elevation(s) visible from all abutting streets and highways.

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O. Submittal of a traffic impact study and or access management plan, if required, pursuant to Section 150.167, Access to Individual Parcels.

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**§ 150.243 Application and Design**

Any application for a permit to construct a building or parking area, or for a certificate of occupancy for a change in use of land or a building, shall include a site plan drawn to scale and fully dimensioned, showing the proposed design of the parking area and loading facilities to be provided in compliance with the provisions of this subchapter and § 150.401. The site plan shall also include a storm water management plan for all parking areas. Storm water calculations, including detention plans, shall be submitted for review to the Plan Commission, Village Engineer and Village Administrator. No permit shall be issued until an adequate storm water management plan has been approved. See §§ 150.400 through 150.406, Site Plan Review.

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**§ 150.501 Landscaping Requirements**

(A) *General requirements.* Landscaping for all uses except single-family dwellings shall be provided in the following areas:

(1) At the perimeter of sites to buffer, separate and/or screen adjacent land uses;

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(2) At the perimeter of parking lots to shade, separate and/or screen the view of parked cars from adjacent streets and land uses;

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(3) In the interior of parking lots to provide shade;

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(4) Around the perimeter of buildings to enhance the appearance of structures;

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(5) When barriers or fences are utilized, plant material shall be included;

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(6) Required landscape areas shall not include any portion of the right-of-way;

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(7) All loading areas shall be landscaped for screening purposes; and

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(8) When an existing parking lot is expanded by 20% or more, landscaping must be provided for the entire area and not merely to the extent of its expansion.

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(B) *Specific requirements.*

(1) A planting strip at least five feet in width shall be located along the perimeter of a parking area, but not within any right-of-way. Within this area there shall be one two-inch caliper deciduous shade tree per 50 linear feet of perimeter parking area. An alternative arrangement of perimeter landscaping material such as mounding, fencing or walls of varying heights may be considered as part of the site plan process.

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(2) Landscaping within parking areas is necessary not only to reduce the generation of heat and water runoff, but also to break up visually the expanse of paved areas. The use of parking islands shall be strategically placed throughout the parking lot. The use of shade trees in these landscape areas shall be required. Any open parking area (including loading areas) containing more than 6,000 square feet of area or 15 or more parking spaces shall provide the following interior landscaping in addition to the required perimeter screening:

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(a) An area equal to 5% of the total area devoted to parking spaces and aisle ways shall be landscaped and permeable;

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(b) For parking areas over 30,000 square feet in size, the required landscaping shall be designed to break up the visual expanse of pavement with landscape features such as boulevards, larger landscape islands or areas of preserved on-site native vegetation. This landscaping requirement may also include storm water retention areas or drainage courses if designed to provide an attractive natural asset to the site;

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(c) All required landscaping areas shall be protected by curbing or a suitable barrier to prevent vehicle encroachment; and

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(d) The required plant materials for the interior of parking areas shall be one deciduous tree for every 3,000 square feet of area. Where sight distance or maneuvering conflicts exist, trees shall have a clear trunk of at least five feet above the ground and the remaining required landscape area shall be planted with shrubs or ground cover not to exceed two feet in height.

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(2) Foundation plantings are required for all exterior building walls that are visible from a road. Foundation plantings shall be placed within five feet of the building perimeter. Ten shrubs shall be required for every 100 lineal feet of horizontal exterior building wall visible from the road, street or highway in groups of varying material. If foundation plantings are deemed not practical due to unique features of the site and/or

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building, an alternative plan may be considered as part of the site plan review process.

(4) A landscape strip between the roadway building and/or parking area shall be provided along the full width of a lot, except when a front access drive is provided. The width of this landscape strip shall be not less the 15 feet measured from the right-of-way line. The landscape strip shall be unoccupied except for landscape material, steps, walks, terraces and driveways. Innovative treatments are encouraged in this area, but the design must not interfere with adequate sight distance. Within the landscape strip at least one two-inch caliber deciduous or two six-foot high evergreen trees or a combination shall be installed for each 100 feet of property frontage along with other appropriate landscape materials.

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(5) Use of native species of material is encouraged. If native species are not used, then an irrigation system is required.

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(6) Existing healthy trees and shrubs on a site may be used as a credit to meet these requirements upon review and approval by the Plan Commission.

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***Drive-Thru Business Establishments***

**150.148 (A): Standards (IF APPLICABLE)**

1. The drive-thru business shall maintain a minimum of 100-feet of street frontage and be located on a collector or arterial street.

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2. All drive-thru facilities shall be a minimum of 100 feet from the property line of a residential use.

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3. Stacking Spaces and Lanes:

a. Drive-thru establishments shall provide a minimum of 6 stacking spaces (within the site) before the transaction window or area. An additional space shall also be provided adjacent to the transaction window or area.

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b. Each stacking space shall be a minimum of 20 feet in length and 10 feet in width along straight portions. Stacking spaces and stacking lanes shall be a minimum of 12 feet in width along curved segments. Stacking lanes shall be delineated from traffic aisles, other stacking lanes and parking areas with the use of one or more of the following: striping, curbing, landscaping and the use of alternative paving materials or raised medians. Entrances to stacking lanes shall be clearly marked and be at least of 60 feet from any roadway intersection with the access connection. The distance shall be measured from the street to the beginning of the entrance.

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c. Stacking lanes shall be designed to prevent circulation congestion, both on site and on adjacent public streets. The circulation shall separate drive-thru traffic from site circulation traffic, not impede or impair access into or

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out of parking spaces, minimize conflicts between pedestrian and vehicular traffic by physical and visual separation between pedestrian ways and stacking lanes and driveways, or at the crossing of the two.

d. Stacking lanes shall not interfere with required loading and trash storage areas nor impede or impair vehicular movement within stacking lanes. If said separate stacking lane is curbed, an emergency by-pass or exit shall be provided.

e. Access to and egress from all stacking lanes shall be made within the parking lot and not directly to or from a public right-of-way. Stacking lanes shall be integrated from the site circulation pattern.

5. Any changes in the approved site/drive-thru plan or in the activity to be conducted on the site shall be submitted to the Planning Commission for review and approval.

6. Drive-thru establishments are prohibited from operating in a manner which results in vehicular stacking that interferes with a public right of way.

7. No alcoholic beverages shall be sold through a drive-thru window or directly to a customer remaining in a motor vehicle. Any person who violates this provision of this chapter shall be guilty of a misdemeanor of the fourth degree; upon a second offense within one (1) year after the first offense, such person shall be guilty of a misdemeanor of the third degree. A person is defined as including: individuals, firms, limited liability companies and/or corporations.

#### **150.148 (B): Findings for Approval.**

In addition to the provisions specified above, the following findings must be made for the granting of an approval for a drive-thru business:

1. That the use will not substantially increase vehicular traffic on streets in a residential zone.
2. That the use will not substantially lessen the usability of adjacent or nearby commercially zoned property or commercial use by interfering with pedestrian traffic.
3. That the use will not create increased traffic hazards to pedestrians.
4. That the site will be adequate in size and shape to accommodate said use and to accommodate all yards, walls, parking, landscaping and other required improvements.
5. Traffic Study. A traffic impact analysis addressing both on-site and off-site traffic and circulation impacts may be required as part of the drive thru plan approval. A registered professional engineer experienced and qualified in traffic engineering shall prepare the traffic impact study at the expense of the applicant requesting drive thru plan approval. (Adopting Ord. 2008-33, passed 1-26-09)

#### **150.404 Accessory Structures**

An accessory structure not greater than 1,200 square feet in area may not require site plan review but shall first be reviewed by the Zoning Inspector to determine compliance with this section. All accessory structures proposed as part of the site plan review of a primary structure shall be included on a required site plan.

#### **150.405 Approval Procedure**

- A. Site plans shall be filed with the Zoning Inspector. Site plans shall not be circulated for review and recommendation unless all required information is submitted and/or indicated on the site plan.
- B. The Zoning Inspector shall transmit the site plan to appropriate government agencies for review, report and recommendations.
- C. After recommendations have been received, the Zoning Inspector shall transmit the site plan and recommendations to the Village of Swanton Planning Commission for review.
- D. The Planning Commission shall review the plan and either approve the plan or return it to the developer with recommendations for changes required.
- E. As part of the site plan review, a bond, escrow or other suitable guarantee to ensure the implementation of site improvements may be required.
- F. Changes to the approved site plan shall require re-submittal for review pursuant to this section; provided, however, that the Zoning Inspector may administratively approve minor changes to the approved plan which do not:
1. Result in an increase in the number of units. This section is not applicable to an accessory structure less than or equal to 1,200 square feet in area;
  2. Encroach into the setback areas;
  3. Encroach into parking areas through an increase in its height, length or width that would magnify its effect on an adjoining area;
  4. Create a larger building mass that would magnify its effect on the adjoining area either through an increase in its height, length, or width;
  5. Alter specific conditions approved by the Swanton Planning Commission.

### **Section 150.406 Expiration and Extension of Site Plan Approval**

If construction of any phase of the approved site plan begins within one (1) year after approval is granted, the approval shall be valid until the development is completed; provided, however, if the performance of the site plan is not substantially completed after the second (2nd) year, the site plan is void. If no construction has begun within one (1) years after the approval is granted, the site plan's approval shall be void. An extension of time may be approved at the sole discretion of the Swanton Planning Commission. (Adopting Ord. 2010-8, passed 3-22-10)