

**ARTICLE X  
SITE PLAN REQUIREMENTS AND REVIEW**

**Section 10.0 – Purpose**

It is recognized by this Ordinance that there is a value to the public in establishing safe and convenient traffic movement to higher density sites, both within the site and in relation to access streets; that there is a value in encouraging a harmonious relationship of buildings and uses both within a site and in relation to adjacent uses; further that there are benefits to the public in conserving natural resources such as wetlands, waterfronts, slopes and by controlling our stormwater.

**Section 10.1 – Types of Site Plans**

Every application for a zoning permit shall include a site plan, drawn according to the specifications of this article. A demand for appeal before the Zoning Board of Appeals shall include a site plan drawn according to the specifications of this article. The Zoning Administrator shall review the site plan prior to issuing a zoning permit, or the Zoning Administrator shall transmit the site plan to the Planning Commission for their review.

There shall be three levels of site plans for different complexities of proposed land uses:

1. **Basic Site Plan** –A basic site plan is subject to review by the Zoning Administrator for the following uses:
  - a. Single-family or two-family residential units
  - b. Additions to single-family or two-family residential units
  - c. Construction of accessory structures to a single-family or two-family residential unit
  - d. Expansion or renovation of an existing use which increases the existing floor space twenty five (25%) percent or less
2. **Commercial Site Plan – reviewed by the Planning Commission.**
  - a. Any permitted principal use or accessory structure by right (which is not a single-family dwelling, addition to a dwelling, or accessory structure to a dwelling).
  - b. Expansion or renovation of an existing use, other than single-family or two-family residential use, which increases the existing floor space more than twenty-five (25) percent.
  - c. Changes of a principal use that does not meet the requirements of 10.1B (d) for an existing structure or lot, except in those circumstances as stated in §10.13 (B).
  - d. For any matter before the Zoning Board of Appeals which would not need a detailed site plan.
  - e. Accessory structures other than those for single or two family units
3. **Detailed Site Plan - reviewed by Planning Commission**
  - a. Special Use

## **Section 10.2 – Site Plan Required Data**

- A. Basic Site Plan – The Basic Site Plan shall be a sketch, drawn to scale, or superimposed on an air photo, or superimposed on a survey, of the parcel. The following shall be on the Basic Site Plan:
1. The property, identified by parcel lines, location and dimensions.
  2. Name and address of the property owner(s), developer(s), and their interest in said properties.
  3. The scale and north arrow.
  4. Natural features such as woodlot, water bodies, wetlands, high risk erosion areas, slopes over 25%, drainage and similar features.
  5. The location of proposed main and accessory buildings, existing structures, fences on the site, signs of type and the dimensions, height and square footage of all buildings.
  6. The proposed driveway, if any.
  7. All public and private rights-of-way and easement lines located on or adjacent to the subject property which are proposed to be continued, created, relocated or abandoned.
  8. Required setbacks of the zoning district.
  9. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used
  10. Show any changes or modifications required for any applicable regulatory agencies' approvals.
- B. Commercial Site Plan – The site plan shall be drawn to scale and shall be on paper, which measures at least 8.5 by 11 inches, but not more than 36 by 42 inches. The drawing shall be such that the Zoning Administrator can readily interpret the site plan, and shall include more than one drawing where required for clarity and shall include the following information, unless specifically waived by the Zoning Administrator upon the determination that the requirements waived are not reasonably related to the proposed use. The Commission, upon review of the site plan, may act to require any information specifically waived by the Zoning Administrator to be submitted. The applicant or his/her representative shall be present at each scheduled review or the matter shall be tabled for a maximum of two consecutive meetings due to lack of representation. After two-tabled meeting, the applicant must re-apply and repay for the zoning permit and it must be re-noticed if notice occurred on the original application.
1. All the data required for a Basic Site Plan, spelled out in §10.2(A) of this Ordinance.
  2. The parcel's legal description.
  3. Boundary dimensions of natural features such as woodlot, water bodies, wetlands, high risk erosion areas, slopes over 25%, drainage, and similar features.
  4. Area of subject property to be covered by buildings.

5. Location and dimensions of existing and proposed man-made features such as buildings, structures, utility easements, water, storm sewer and sanitary sewer lines, and storm water drainage and retention lines.
6. Location and dimensions of all existing and proposed walks, malls, open areas, walls, fences, screen plantings and/or other landscaping. For each new landscape material the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate.
7. Location of curb cuts, neighboring driveways and other vehicular circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas and the identification of service lanes, service parking and snow storage areas.
8. Any proposed alterations to the topography and other natural features shall be indicated
9. Any proposed location of connections to existing utilities and proposed extensions thereof .
10. A description of the proposed development.
11. A vicinity map showing the location of the site in relation to the surrounding street system.
12. Land uses, zoning classification and existing structures in the subject parcel and adjoining parcels.
13. Written statements relative to project impacts on existing infrastructure (such as traffic capacity of streets, schools, and existing utilities) and on the natural environment of the site and adjoining lands.
14. Location, height, and orientation of all signs.
15. Existing topographic elevations at two (2) foot contour intervals (indicates direction of drainage flow).
16. Locations and elevations of existing water courses and water bodies, including county drains and surface drainage ways, floodplains, and wetlands.
17. Proposed storm water management plan including design of sewers, outlets, and retention or detention ponds. Sufficient data regarding site runoff estimates and off-site drainage patterns shall be provided to permit review of the feasibility of stormwater detention and/or retention as well as the impact on local surface and groundwater.
18. Location and status of any floor drains in structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.
19. Description and location of any existing or proposed outdoor storage facilities (above ground and below ground storage).
20. Description and location of on-site wastewater treatment and disposal systems.
21. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.
22. Location of existing and proposed private drinking water wells, monitoring wells,

test wells, irrigation wells, or wells used for industrial processes. Village of Bellaire Department of Public Works must sign off on this portion of the plan.

23. Site plans for residential projects (multiple family developments and manufactured home parks) shall include the following additional information:
  - a. Minimum floor area of dwelling units.
  - b. Total number of units proposed.
  - c. Number of bedrooms per unit in multiple family developments.
  - d. Areas to be used for open space and recreation.
- C. **Detailed Site Plan** - A site plan which shall be of a scale not to be greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals two hundred (200) feet, and of such accuracy that the Commission can readily interpret the site plan, and shall include more than one drawing where required for clarity and shall include the following information, unless specifically waived by the Zoning Administrator upon the determination that the requirements to be waived are not reasonably related to the proposed use. The Commission, upon review of the site plan, may act to require any information specifically waived by the Zoning Administrator to be submitted. Such site plan shall be designed, prepared and sealed by a registered professional architect, landscape architect, engineer, land surveyor, or community planner (or, if acceptable to the Commission, owner or other qualified individual). The applicant or his/her representative shall be present at each scheduled review or the matter shall be tabled for a maximum of two consecutive meetings due to lack of representation. After two-tabled meeting, the applicant must re-apply for the zoning permit and it must be re-noticed if notice occurred on the original application. Unless so waived, all Detailed Site Plans shall include the following information:
  1. All the data required for a Basic Site Plan, set forth in §8.2(A) of this Ordinance, and for a Medium Site Plan, set forth in §8.2(B) of this Ordinance.
  2. The proposed location of any open spaces, landscaping and buffering features such as greenbelts, fences, etc.
  3. The location, proposed finished floor and grade line elevations.
  4. Site plans for residential developments shall include a density schedule showing the number of dwelling units per acre, including a dwelling schedule showing the unit type and number of each unit type.
  5. Any proposed roads, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site;
  6. Topography information based on USGS datum, or selected on-site elevations. More detailed information may be required where the Commission determines that the site and use warrant a more critical review of topography.
  7. Generalized soil analysis data regarding the soils and their adaptability to the use. More detailed information may be required where the Commission determines that the site and use warrant a more critical review of soils.
  8. Soil erosion and sediment control measures, which shall include preventative soil erosion devices or measures, both during and after any site work, related to the development, when required.

### **Section 10.3 – Site Plan Review Standards**

The Planning & Zoning Commission in reviewing all site plans shall utilize the following standards. These standards are intended to provide a frame of reference for the applicant in the preparation of site plans as well as for the reviewing authority in making judgment concerning them. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention, or innovation. The site plan will be approved when all of the following standards are met. The Planning & Zoning Commission may waive a standard when it finds that the standard is not applicable to the development under consideration.

- A. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
- B. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic within the village
- C. Removal or alteration of significant natural features shall be restricted to those areas that are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning & Zoning Commission may require that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
- D. Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land
- E. The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein, and adjacent thereto. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes. Any buffer required shall be completely solid to the ground level.
- F. All buildings and groups of buildings and outside display of property shall be arranged so as to permit necessary emergency vehicle access.
- G. All streets shall be developed in accordance with the Village of Bellaire Standards, Specifications and Regulations for Subdivision Streets and Proposed Public Roads, as appropriate. In addition, sidewalks may be required if determined to be necessary or appropriate for pedestrians and non-motorized vehicles.
- H. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater and to prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system.

- I. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of building or structures shall be minimized to reduce light pollution.
- J. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts of public streets shall be screened by a vertical screen consisting of structural or plant materials no less than six (6) feet in height and solid to the ground. The finished side of any wall, fence, or other screen shall face adjacent properties.
- K. Entrances and exits shall be provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site. The number of entrances to and exits from the site shall be determined with reference to the number of dwelling units or other land uses within the site, the nature and location of the surrounding streets, the effect of traffic in the area, nearby topography, and other factors
- L. Site plans shall conform to all applicable requirements of county, state, and federal statutes and ordinances. Approval may be conditioned on the applicant receiving all other necessary permits before final site plan approval is granted.
- M. Appropriate fencing may be required around the boundaries of the development if deemed necessary to minimize or prevent trespassing or other adverse effects on adjacent lands.

### **Section 10.10 – Site Plan Approval**

The Planning & Zoning Commission has the authority to attach conditions (refer to §12.6) to the approval of any site plan and/or to require the placement of greenbelts, buffers, and/or open space as deemed necessary.

- A. In cases where the Zoning Administrator reviews the site plan; within a reasonable time of the site plan being found complete and site staked out, the Zoning Administrator shall act to approve, approve with modifications, or disapprove the site plan in writing with reasons.
- B. In cases where the Planning Commission reviews the site plan; within a reasonable time of the site plan being found complete, the Commission shall act to approve, approve with modifications and/or conditions, or disapprove the site plan in writing with reasons.
- C. The site plan shall expire unless substantial construction of an approved site plan improvement has begun within 365 days of approval. Thirty days prior to expiration of an approved site plan, an applicant may make application to the Planning Commission for a one-year extension of the site plan at no fee. The Planning Commission shall grant the requested extension for an additional one year, if it finds good cause for the extension and that the zoning regulations governing the site plan approval have not changed since the approval. Any subsequent re-submittal, however, shall be processed as a new request with new fees.
- D. If a condition of a zoning permit approval requires a deed restriction, the deed restriction must be recorded and an official copy provided to the Zoning Administrator before the permit is issued.

### **Section 10.11 – Amendments to an Approved Site Plan**

- A. Any person who has been granted site plan approval shall notify the Zoning Administrator of any proposed amendment to the approved site plan.
- B. The Zoning Administrator who shall notify the Planning Commission of the minor change in their next monthly report. They may approve a minor change and that such change does not substantially change the basic design or alter the conditions required for the plan by the Commission.

The following items shall be considered as minor changes:

1. Reduction of the size of any building up to 10%.
  2. Reduction of the size of any sign.
  3. Changes in lighting that does not adversely affect the surrounding area.
  4. Similar types of landscaping may replace Plantings approved in the site plan landscape plan.
  5. Changes of building materials to a higher quality.
  6. Changes in floor plans that do not alter the character of the use or building size.
  7. Internal rearrangement of a parking lot that does not affect the number of parking spaces or alter access locations or design.
  8. Changes that will preserve the natural features of the site without changing the basic site layout.
- C. Any change not considered a minor amendment as defined in §8.7 (B) is considered a major amendment and the approved site plan must undergo the entire site plan approval process. Site plan changes required by any applicable regulatory agency shall undergo the procedures established in this Ordinance for minor and major amendments to an approved site plan. Site plan changes required by any applicable regulatory agency after the Commission issues a Special Use Permit shall also be changed in accordance with procedures established in this Ordinance for minor adjustments or amendments to Special Use Permits.