
1 **ARTICLE 6. DEVELOPMENT STANDARDS AND APPROVALS**

2 **CHAPTER 60 SITE PLAN REVIEW**

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18 **60.1. Purpose.**

19 The site plan review provisions of this chapter are intended to promote the safe, functional and aesthetic
20 development of property and to ensure that new structures, utilities, streets, parking, circulation systems,
21 yards and open spaces are developed in conformance with the standards of this Ordinance, the
22 Comprehensive Plan, and any adopted area plans or community plans. The site plan review procedure is
23 designed to provide information relating to the siting of structures, related site improvements, and
24 relationships with surrounding development.

25 **60.2. Approving Authority.**

26 The Planning Director shall be the approving authority for all site plans. Such approval shall be based on
27 recommendations from other appropriate agencies, and the standards of this Ordinance. The Planning
28 Director may not approve a major site plan until the Planning Commission has granted concept site plan
29 approval pursuant to Section 60.6.4 of this Ordinance.

30 **60.3. Development or Land Use Requiring a Site Plan. (See Flow Chart on Page 21-5)**

- 31 1. Site plan approval is required for any development or land use involving:
- 32 a. A planned development.
 - 33 b. Any multi-family residential development.
 - 34 c. Any cluster development not subject to subdivision approval.
 - 35 d. Commercial and industrial uses or structures or changes of uses therein.
 - 36 e. Public and semi-public uses.
 - 37 f. Conditional uses.
 - 38 g. Agricultural uses as required by Section 51.2 of this Ordinance.
 - 39 h. Any development in the Critical Area Overlay Zone, except development
40 on an existing single family lot.
- 41 2. Site Plan approval is not required for the following:
- 42 a. Antennas
 - 43 b. Equipment boxes

- 1 c. Sheds for co-locations on approved telecommunication towers or
2 telecommunication sites.

3 **60.4. Minor Site Plan Requirements.**

4 1. **Minor Site Plan.** A minor site plan may be filed for an addition to
5 or change of use for a commercial or industrial structure, or for
6 an accessory commercial or industrial building or for a
7 conditional use that does not require a building permit. If a field
8 inspection indicates the scope of the proposed activity is such
9 that the requirements of this Ordinance cannot be adequately
10 addressed with a minor site plan, the Planning Director may
11 require that a Major site plan be submitted. Minor site plans shall
12 contain the following information as appropriate and as required
13 by the Planning Director:

- 14 a. Accurate sketch of the lot drawn to scale.
15 b. Identification of the present record owner of the property.
16 c. Vicinity map identifying the location of the site and the names and
17 numbers of adjoining roads, streams, and other bodies of water, or other
18 landmarks sufficient to clearly identify the location of the property and
19 includes the following:
20 (1) Drawn to scale of at least 1"=2,000'.
21 (2) If applicable, shows the 1,000 foot critical area boundary.
22 (3) Contains a north arrow.
23 d. Dimensioned vehicular entrance to the site.
24 e. Location of water and sewer (septic) facilities, if required.
25 f. Location of parking area and pavement marking for parking area stalls and
26 lanes as required. All parking stalls shall be dimensioned on the plan.
27 g. All existing and proposed structures shall:
28 (1) Be accurately located on the site.
29 (2) Show complete dimensions, including height.
30 (3) Show setbacks/build to lines.
31 h. Proposed use of the structure or structural addition.
32 i. Cubic yards of proposed cut and fill and total disturbed area, where
33 appropriate.
34 j. A graphic depiction of the limits of disturbance, where appropriate.
35 k. Any additional information the Planning Director determines is necessary,
36 considering the unique characteristics of the site and the proposed
37 development, to evaluate compliance with the general site development
38 standards, with limits of disturbance shown.
39 l. For projects in the Critical Area, an environmental report.

40 **60.5. Concept Site Plan Application Submission Requirements and Initial Review Procedures.**

- 41 1. As a pre-requisite to the Concept Site Plan application, the
42 applicant may request a pre-application meeting with the Director
43 of Land Use and Growth Management and other relevant
44 agencies to identify and discuss site access, resource protection,
45 neighborhood impacts, adequate public facilities, compliance

with the Comprehensive Plan and any relevant functional or small area plans.

2. Major site plan applications shall be initiated by filing a concept site plan application on a form approved by the Planning Director. The application shall be submitted and initially reviewed as follows:

- a. The applicant shall submit a concept site plan and application on a form approved by the Planning Director. The plan, at a minimum, shall be prepared at a 1"=100' scale, identify properties within 200 feet of the perimeter of the site and include the following:

- (1) Identification of the record owner of property.
 - (a.) If the property is leased, then an executed lease agreement must be provided.
- (2) Identification of adjacent property owners.
- (3) Vicinity map identifying the location of the site and the names and numbers of adjoining roads, streams, and other bodies of water, or other landmarks sufficient to clearly identify the location of the property and include the following:
 - (a) Drawn to scale at least 1"=2,000'
 - (b) If applicable, shows the 1,000 foot Critical Area boundary.
 - (c) Contains a north arrow.
- (4) A predevelopment sketch site plan on a separate sheet, showing current natural and built environment and providing the following information.
 - (a) Boundaries of property including all bearings and distances.
 - (b) Existing topography at minimum 5-foot contour (cite source and date of topography).
 - (c) Existing environmental features including:
 - i. streams,
 - ii. wetlands,
 - iii. floodplain,
 - iv. forest,
 - v. specimen trees,
 - vi. field, farmland,
 - vii. primary drainage patterns indicated with arrows, and
 - viii. soil types.
 - (d) Existing built features, including:
 - i. roads,
 - ii. parking,
 - iii. pedestrian and bicycle circulation,
 - iv. structures,
 - v. historic sites,
 - vi. stormwater management areas,

- 1 vii. fences,
- 2 viii. recreation areas, and
- 3 ix. community open space.
- 4 (e) Existing easements, overlay zones, and required buffers.
- 5 (5) A proposed development sketch site plan, on a separate sheet, showing proposed
- 6 development and providing the following information:
- 7 (a) Property boundaries.
- 8 (b) Limits of proposed grading on the site.
- 9 (c) Proposed topography at minimum five foot contour.
- 10 (d) Environmental features, as shown on the pre-development plan, and
- 11 proposed drainage patterns indicated with arrows.
- 12 (e) Existing features that will remain and proposed built features, including:
- 13 i. roads,
- 14 ii. parking,
- 15 iii. pedestrian and bicycle circulation,
- 16 iv. structures,
- 17 v. historic sites,
- 18 vi. stormwater management areas (including square footage of
- 19 structures),
- 20 vii. fences,
- 21 viii. recreation areas,
- 22 ix. community open space,
- 23 x. siting of water and sewage facilities, and
- 24 xi. conceptual landscaping.
- 25 (f) Proposed, dimensioned, access to public rights-of-way.
- 26 (g) Existing and proposed easements, overlay zones, and required buffers.
- 27 (6) Either a three-dimensional architectural sketch in color for the entire proposed-
- 28 development site, or four sections through the site (one each generally facing
- 29 north, south, east and west) showing existing and proposed grade and massing of
- 30 structures, landscaping, and existing vegetation to remain.
- 31 b. Once the Planning Director determines that the application and concept
- 32 site plan are complete as in paragraph a above, the application and concept
- 33 site plan shall be referred to the TEC for review and recommendations.
- 34 c. Once the TEC recommendations and report have been received, the
- 35 Planning Director shall determine whether the application and concept site
- 36 plan require revision in accordance with the TEC recommendations before
- 37 submission to the Planning Commission for concept site plan approval.

38 **60.6. Concept Site Plan**

- 39 1. For all non-residential and multi-family residential projects that
- 40 require major site plan approval, a concept site plan shall first be
- 41 approved by the Planning Commission before the major site plan
- 42 may be processed for approval by the Planning Director.

- 1 2. The applicant shall create a phasing plan if the project size
2 exceeds the County Annual Growth Policy.
- 3 3. At a regularly scheduled meeting, the Planning Commission shall
4 receive information regarding the concept site plan for the
5 applicant and the TEC. In addition, the Planning Commission
6 shall consider any information presented by the public.
- 7 4. In order to approve the concept plan, the Planning commission
8 shall make findings that the proposed development:
 - 9 a. Is consistent with the Comprehensive Plan and applicable functional
10 plans;
 - 11 b. May be served by adequate public facilities as required by Section 70.2.2;
 - 12 c. Is consistent with the County Annual Growth Policy, including any
13 required phasing plans;
 - 14 d. Will promote the health, safety, and welfare of the general public;
 - 15 e. Adequately developed recreational and other community amenities are
16 provided in accordance with the Comprehensive Plan and the
17 Comprehensive Zoning Ordinance;
 - 18 f. Is consistent with Chapter 62 design objectives.
- 19 5. Based upon its findings, the Planning Commission may deny the
20 concept site plan, approve the concept site plan, or approve the
21 concept site plan with conditions.
- 22 6. The applicant shall, upon Planning Commission approval,
23 prepare a final site plan for approval by the TEC agencies and
24 Planning Director.

25 **60.7. Major Site Plan Requirements**

- 26 1. **Major Site Plan.** All site plans not determined by the Planning Director to be minor site plans shall
27 be considered major site plans. Major site plans shall contain at a minimum the following
28 information:
 - 29 a. Vicinity map identifying the location of the site and the names and
30 numbers of adjoining roads, streams, and other bodies of water, or other
31 landmarks sufficient to clearly identify the location of the property and
32 includes the following:
 - 33 (1) Drawn to scale of at least 1"=2,000'
 - 34 (2) If applicable, shows the 1,000 foot Critical Area boundary.
 - 35 (3) Contains a north arrow.
 - 36 b. A boundary survey of the tract.
 - 37 c. Certificate setting forth the source of title of the owner of the tract and the
38 place of record or the last instrument in the chain of title, if such certificate
39 has not been provided with a development plan or concept development
40 plan.
 - 41 d. General Notes addressing the following:
 - 42 (1) Identifying the property (Tax Map, Grid, and Parcel).
 - 43 (2) Acreage of the site.
 - 44 (3) Zoning and Overlay Zoning.
 - 45 (4) All proposed uses.

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- 1 (5) Floor area ratio calculations.
- 2 (6) Parking calculations, both required and provided.
- 3 (7) Landscaping requirements calculation table.
- 4 (8) Complete Ownership and Developer information.
- 5 (9) If the site is in the Airport Environs (AE) overlay zone, appropriate notes are
6 required.
- 7 (10) If TDRs are to be used, a note describing final transfer serial numbers and
8 recording references are required.
- 9 (11) If the project is in the Critical Area, all Critical Area notes are required.
- 10 e. Location, type, and complete dimensions of vehicular entrances to the site.
- 11 f. Location, complete dimensions, including height, of all existing and
12 proposed buildings.
- 13 g. All existing and proposed streets, private roads, and drive isles, their
14 names, complete dimensions, and inter-parcel connections.
- 15 h. Location and complete dimensions of sidewalks and bike paths, including
16 provisions for handicapped movement.
- 17 i. Location of all trash disposal or recycling containers.
- 18 j. All off-street parking, loading spaces, and walkways, indicating the type
19 of surfacing; size; pavement marking showing angle of stalls, width of
20 aisles, including connection with adjacent developments and dimensions
21 of landscaped areas; and type of curbing.
- 22 k. All easements with dimensions.
- 23 l. Existing and proposed utilities.
- 24 m. All locations and sizes of proposed water and sewer installations or
25 proposed additions to existing water and sewer installations, as well as any
26 design features that are unusual or deviate from normal design practices.
27 The proximity to the nearest hydrant and its area of coverage shall also be
28 shown.
- 29 n. Owners, zoning, and present use of adjoining tracts if not previously
30 submitted with a development plan.
- 31 o. Location, type, size, and height of fencing, retaining walls, and screen
32 planting where required under the provisions of this Ordinance.
- 33 p. Landscaping plans on a separate sheet.
- 34 q. Lighting Plan on a separate sheet, showing footprint of the illuminated
35 area.
- 36 r. Signage Plan, on a separate sheet, including pavement markings.
- 37 s. Provisions for the adequate disposition of natural and storm drainage
38 indicating location, sizes, types, and grades of ditches, catch basins, and
39 pipes and connections to existing drainage system. Copies of all pertinent
40 calculations and assumptions relative to the storm drainage design (to
41 include the delineation and consideration of the off-site contributing
42 watershed and affected areas) and provisions for sediment control and/or
43 stormwater management to be incorporated in all phases of construction,
44 shall accompany the site plan submissions for review by the Department
45 of Public Works & Transportation and the Soil Conservation District.

- 1 t. Description of all watercourses, impoundments, and wetlands on or
2 adjacent to the site or into which storm water flows.
- 3 u. Delineation of 100-year floodplains, if applicable.
- 4 v. Computations of hydrology, including hydraulic and structural
5 computations and structural classifications.
- 6 w. Existing topography with a maximum of two-foot contour intervals.
7 Where existing ground is on a slope of less than 2 percent, either one foot
8 contours or spot elevations where necessary, but not more than 50 feet
9 apart in all directions. A drainage area map shall be to a usable scale. Cite
10 source and date of topographic information.
- 11 x. Proposed finished grading by contours supplemented where necessary by
12 spot elevations. Provide floor elevations for basement, first floor, and
13 elevation of highest point above grade for each structure. Provide spot
14 elevations for high and low points on the site and other elevations deemed
15 appropriate.
- 16 y. All horizontal dimensions shown on the site plan shall be in feet and
17 decimals of a foot to be closest to 1/100 of a foot; and all bearings in
18 degrees, minutes, and seconds to the nearest 10 seconds. (Closure to be
19 within acceptable survey tolerances.)
- 20 z. Elevation drawings in color that show any substantive changes from the
21 original concept elevations.
- 22 aa. Any additional information the Planning Director determines is necessary,
23 considering the unique characteristics of the site and the proposed
24 development, to evaluate compliance with the general site development
25 standards.
- 26 bb. For projects in the Critical Area, an environmental report.

27 **60.8. Site Development Standards.**

28 The following standards shall be considered in determining whether to approve, approve with conditions or
29 deny a site plan application:

- 30 1. Circulation design incorporates pedestrian walkways to enhance
31 pedestrian circulation and handicapped accessibility in
32 accordance with applicable federal and state requirements.
33 Pedestrian circulation systems are provided as appropriate to
34 connect building entries with parking areas, adjacent sidewalks
35 and public uses, including schools and parks.
- 36 2. Location and design of vehicular access is adequate, the Director
37 of the Department of Public Works and Transportation concurs
38 with the location and design of access and the State Highway
39 Administration concurs with the location and design of access to
40 state maintained highways.
- 41 3. Vehicular travel lanes are provided for and comply with the
42 standards for private roads and driveways established in the
43 Subdivision Ordinance. Travel lanes and driveways adequately
44 serve vehicular travel on the site and to and from adjacent
45 parking areas and adjacent property. For any site bordering a
46 state primary highway or adjacent to an existing service road in
47 the arterial highway system, a developer may in lieu of providing
48 travel lanes or driveways connected to adjacent parking areas and
49 adjacent property, dedicate where necessary and construct a
50 service road under County and state specifications.

4. Connection with similar facilities in adjacent developments is provided wherever possible for all walkways, travel lanes, driveways, curb and gutter and all other utilities, with similar facilities in adjacent developments.
5. Adequate traffic circulation and control and pavement markings are provided within the site and to access adjacent property.
6. Adequate setbacks, buffers, screening, fences, landscaping, walls, curbs, and gutters are provided as required by this Ordinance.
7. Easements or rights-of-way are provided for all facilities to be publicly maintained. Each easement shall be clearly defined for the purpose intended.
8. Traffic control devices adequate to prohibit parking are provided along vehicular travel lanes or driveways.
9. Adequate parking areas are provided in terms of location, layout, design and numbers of parking spaces.
10. Adequate drainage system and stormwater outfall, water supply, fire protection, sewerage facilities, and other public facilities are provided, in accordance with the provisions of this article and Chapter 70, Adequate Public Facilities.
11. Adequate temporary and permanent erosion and sediment control measures according to the requirements of this Ordinance.
12. According to the requirements of this Ordinance, open space and recreation area designations and reservations may be required to preserve natural areas, stream belts, historic sites, wetlands and other areas of critical concern to the County. Designation and reservation of open space and recreation area may be prescribed by easements, acquisitions, dedications or other appropriate means. Floodplains, flood hazard areas, and areas within the regulatory flood zones may be included in such reservations and designations. The applicant shall submit specific arrangements for the perpetual management and responsibility of the designated open space and recreation area.
13. Refuse storage areas are provided in such numbers and at such locations as to provide for the convenient storage and collection of garbage and trash.
14. In areas that are susceptible to high water table (perched or seasonal), the engineer shall provide pavement design and measures to assure dry basements and to preclude the ponding of water around the foundation of the structure or in the parking lot.

60.9. Expiration, Extension and Appeal.

1. **Expiration.** Concept site plan approval shall expire two years after the date of such approval unless final site plan approval has been obtained. Final approval of a major or minor site plan submitted under the provisions of this chapter shall expire one year after the date of such approval unless building permits have been obtained for construction in accordance therewith. Any phasing anticipated with the concept or final site plan shall remain in full force and effect for as long as the site plan remains compliant with the phasing plan.

2. **Extension.** A single one-year extension may be given by the Planning Director upon written request by the applicant to be made within 30 days before the expiration of the approved concept site plan or final site plan. The Planning Director shall act on the request within 15 days of receipt of the request.
3. **Appeal.** Any person aggrieved by a decision of the Planning Commission or Planning Director regarding site plan applications may appeal to the Board of Appeals within 30 days of the decision.

60.10. Amendments.

Site plans may be revised in the same manner as originally approved.

60.11. Public Works Agreements and Performance Bonds, Letters of Credit or Other Surety.

Prior to approval of any site plan, the owner or developer shall submit an executed agreement to construct required physical improvements that are located within public rights-of-way or easements or are connected to any public facility, together with a bond with surety acceptable to the County in the amount of the estimated costs of the required physical improvements. The time for completion of all work covered by any agreement and bond may be extended upon written application by the owner or developer, signed by all parties (including sureties) to the original agreement. The adequacy, conditions, and acceptability of any bond hereunder shall be determined by the Director of Public Works and Transportation, or the Director of the Metropolitan Commission as applicable with the concurrence of all the TEC agencies. The legal sufficiency of the bond form shall be determined by the County Attorney.

60.12. Inspection and Supervision During Installation.

1. Generally

- a. Unless specifically provided in this chapter, the construction standards for all off-site improvements and on-site improvements required by this Ordinance shall conform to the design and construction standards of this Ordinance.
- b. Appropriate County authorities shall approve the plans and specifications for all required improvements and shall inspect the construction of such improvements to assure conformity thereto.
- c. Inspection during the installation of the off-site improvements shall be made by the department responsible for such improvements as required to certify compliance with the approved site plan and applicable standards.
- d. The installation of improvements as required in this Ordinance shall in no case serve to bind the County to accept such improvements for maintenance, repair, or operation by the County.

2. **Process.**

- a. The owner shall notify the appropriate County agencies in writing before beginning any street or storm sewer construction shown on the site plan. Notice must be received by the appropriate County agency at least three days prior to the beginning of any work.
- b. Upon satisfactory completion of the required improvements and after receiving verification by the appropriate County approving authorities, the Director of Public Works and Transportation shall have the authority on behalf of the Board of County Commissioners to release any bond or other form of surety that may have been furnished for the guarantee of satisfactory installation of such improvements or parts thereof. This release may provide for 10 percent of the total bond to be retained for a period up to 24 months after completion of all work. This retainage shall be for the protection of the County to cover failures or discrepancies in the

1 previously approved improvements, and may be used for additional
2 improvements not previously approved but deemed necessary for health,
3 safety, and welfare reasons.

4 **60.13. Compliance with Site Plan.**

- 5 1. **Final Inspection.** The Planning Director shall determine
6 whether the site complies with the approved site plan before an
7 occupancy permit is issued for the project. Upon request of the
8 Planning Director the developer shall submit two copies of the
9 "as-built" site plan for review and approval to determine
10 conformity with the approved site plan. The Planning Director
11 may withhold the occupancy permit until the appropriate "as
12 built" site plan has been reviewed and approved. Any
13 deficiencies shall be recorded in a letter to the applicant. The
14 owner and the agent shall have 10 days in which to eliminate the
15 deficiencies. The Planning Director may issue a temporary
16 occupancy permit indicating the date by which the deficiencies
17 shall be eliminated.
- 18 2. **Eligibility for Occupancy Permit.** Upon satisfactory inspection
19 for compliance with requirements of the site plan, a certificate of
20 occupancy shall be issued.

21 **60.14. Construction of Required Public Improvements.**

- 22 1. Prior to the acceptance of any public improvement, the applicant
23 shall provide sufficient testing data and certifications to
24 demonstrate that the improvements have been properly
25 constructed as depicted on the approved plan and to the standards
26 prescribed by the County or other agency accepting the
27 improvement. The cost of all testing and certification shall be
28 borne by the applicant.
- 29 2. The applicant shall furnish permanent, black line, reproducible
30 as-built record drawings of public improvements constructed.
31 Digital drawings shall be prepared and submitted in accordance
32 with standard specifications approved by the Director.