

## CHAPTER 9

### SITE PLAN REVIEW

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#### 9.1 PURPOSE.

(1) The intent of the site plan review is to promote the safe and efficient use of land, to contribute to an orderly and harmonious appearance in the Town and to further enhance the value of property. This process is intended to supplement the review and administrative procedures which are carried out under this Code or other Town ordinances and regulations. The site plan review process is intended to help ensure that newly developed properties and redeveloped properties are compatible with adjacent development and that traffic, public safety, over-crowding, and environmental problems are minimized to the greatest extent possible. The purpose of the site plan review is to provide for a review of:

- (a) A project's compatibility with its environment and with other land uses and buildings existing in the surrounding area;
- (b) The quality, quantity, utility, size and type of a project's required open space and proposed landscaping improvements;
- (c) The ability of a project's traffic circulation system to provide for the convenient and safe internal and external movement of vehicles and pedestrians;
- (d) The quantity, quality, utility and type of a project's required community facilities; and
- (e) The location and adequacy of a project's provision for drainage and utilities.

#### 9.2 SCOPE OF APPLICATION.

(1) All site plans shall be approved by the Planning Commission as a condition to receiving a Building Permit for all permitted and conditional uses in all zoning districts.

#### 9.3 SCOPE OF MODIFICATIONS AUTHORIZED.

(1) The authority of the Planning Commission through the site plan review process to require modification of a proposed site development shall be limited to the following elements in order to achieve the objectives set forth below:

- (a) Minimizing dangerous traffic movements and promoting the smooth and efficient flow of traffic in accordance with standards in the Institute of Traffic Engineers' Transportation Handbook, and other local sources of authority as adopted by resolution;
- (b) Optimizing the efficient use of parking facilities through provisions for adequate interior circulation, parking stalls and travel aisles;
- (c) Promoting compatibility with adjacent and nearby properties;
- (d) Preserving and protecting valuable natural features and amenities to the greatest extent practical;
- (e) Promoting the efficient provision of public services;
- (f) Preserving existing healthy and long-lived trees wherever practically feasible;
- (g) Designing drainage facilities to promote the use and preservation of natural watercourse and patterns of drainage;
- (h) Minimizing alterations to existing topography;

- (i) Protecting important views and vistas as identified in adopted plans;
- (j) Promoting the use of plant material compatible with the climate of the region and micro-climate conditions on the site;
- (k) Ensuring that plant material can be maintained for long term health and continued growth;
- (l) Maximizing water conservation;
- (m) Ensuring that the arrangement of required landscaping produces the optimal visual effect;
- (n) Ensuring that the location, size and orientation of signage do not impair the visibility of or distract motorists;
- (o) Ensuring that the location, size and orientation of signage minimize obstructions and hazards to pedestrians; and
- (p) Ensuring that the proposed site development conforms to all applicable requirements of this Code and other ordinances and regulations.

#### 9.4 SITE PLAN CONTENT.

(1) Two copies of a site plan, drawn to a scale of 20 feet to the inch or such other scale as the chairman of the Planning Commission shall deem appropriate, shall be submitted along with any permit application and shall contain the following information:

- (a) The applicant's name, address, telephone number and interest in the property;
- (b) The owner's name, address and telephone number, if different than the applicant, and the owner's signed consent to the filing of the application;
- (c) The street address and legal description of the subject property;
- (d) The zoning classification, zoning district boundaries and present use of the subject property;
- (e) A vicinity map with north point, scale and date, indicating the zoning classifications and current uses of properties within 85 feet of the subject property (exclusive of intervening streets and alleys);
- (f) The proposed title of the project and the names, addresses and telephone numbers of the architect, landscape architect, planner or engineer on the project, and a signature panel for Zoning Administrator approval;
- (g) The boundaries of the subject property, all existing property lines, setback lines, existing streets, buildings, water courses, water ways or lakes, wetlands, and other existing physical features in or adjoining the project;
- (h) The location and size of sanitary and storm sewers, water, gas, telephone, electric and other utility lines, culverts and other underground structures in or affecting the project, including existing and proposed facilities and easements for these facilities. In the case of Town-owned utilities, such information shall be provided to the applicant by the Public Utility department;
- (i) The location, dimensions and character of construction of proposed streets, alleys, loading areas (including numbers of parking and loading spaces), outdoor lighting systems, storm drainage and sanitary facilities, sidewalks, curbs and gutters and all curb cuts. Where necessary to meet the purposes and intent of this chapter, such information shall be provided for the site itself and for an area within 50 feet of any property line of the site; except, that additional area may be required to be shown to indicate connections or proposed connections to major utilities;
- (j) The location of all proposed buildings and structures, accessory and principal, showing the number of stories and height, dwelling type, if applicable, major excavations and the total square footage of the floor area by proposed use;
- (k) The location, height, type and material of all fences and walls;
- (l) The location, character, size, height and orientation of proposed signs, as proposed to be erected in accordance with Chapter 20, Sign ordinance, and elevations of buildings showing signs to be placed on exterior walls. Signs which are approved in accordance with this Chapter shall be considered a part of the approved site plan. Thereafter, signs shall not be erected, painted, constructed, structurally altered, hung, rehung or replaced except in conformity with the approved site plan. Any changes in signs from the approved site plan or any additions to the number of signs as shown on the site plan shall be allowed only after approval of an amendment of the site plan by the Planning Commission;
- (m) The proposed nature and manner of grading of the site, including proposed treatment of slopes in excess of ten percent to prevent soil erosion and excessive runoff;



- (n) The location of dumpsters or other outdoor trash receptacles;
  - (o) The location and dimensions of proposed recreation areas, open spaces and other required amenities and improvements;
  - (p) A tabulation of the total number of acres in the project and the percentage and acreage thereof proposed to be allocated to off-street parking, open space, parks, and other reservations;
  - (q) A tabulation of the total number of dwelling units in the project and the overall project density in the dwelling units per gross acre (for residential projects); and
  - (r) The proposed and required off-street parking and loading areas, including parking and access for the handicapped, as specified in the Utah Uniform Statewide Building Code, as amended.
- (2) The Planning Commission may waive any of the above listed requirements upon making a determination that such requirements are unnecessary due to the scope and nature of the proposed development.

#### 9.5 LIGHTING.

- (1) All development shall provide adequate lighting so as to assure safety and security. Lighting installations shall not have an adverse impact on traffic safety or on the surrounding area. Light sources shall be shielded, and shall not shine onto adjacent properties. The site plan must reflect compliance with this requirement.

#### 9.6 STORM WATER DRAINAGE.

- (1) Provisions for storm surface drainage shall be in accordance with the design standards of the Road Department indicating location, size, types and grades of sewers, drainage structures, ditches, and connection to existing drainage system. Disposition of storm or natural waters both on and off the site shall be provided in such a manner as not to have a detrimental effect on the property of others or the public right-of-way and in keeping with the above standards. The site plan must reflect compliance with this requirement.

#### 9.7 UTILITIES.

- (1) Provision of hook-ups to public utilities shall be the responsibility of the applicant and connections shall be installed in accordance with the standards of the servicing utility. All connections shall be shown on the site plan.

#### 9.8 PUBLIC SAFETY.

- (1) The Tooele County Health Department shall be invited to review site plans for all culinary water systems, wastewater disposal systems and culinary water protection. The Police and Fire Departments shall review all site plans to determine adequacy of access and other aspects of public safety.

#### 9.9 LANDSCAPING.

- (1) Standards for landscape development are contained in Chapter 9, Landscaping and Buffers. Landscape plans shall be submitted with site plans.

#### 9.10 PROCEDURES FOR SITE PLAN REVIEW.

- (1) Before filing an application for approval of a site development plan, landscape plan and other applicable plans, the applicant is encouraged to confer with the Chairperson of the Planning Commission, Town Planner, Chief of Police, Fire Department and County Health Department regarding the general proposal. Such action does not require formal application fees, or filing of a site development plan, or landscape plan and is not to be construed as an application for formal approval. No representation made by the Chair of the Planning Commission or other Town personnel or departments during such conference shall be binding upon the Town with respect to an application subsequently submitted.

- (2) After the site plan, landscape plan, other applicable plans and related materials and fees have been submitted and the application has been determined by the Chairperson of the Planning Commission to be complete, the application shall be reviewed and processed by the Planning Commission in coordination with the appropriate personnel and Town departments. In considering and acting upon site plans, landscape plans and other applicable plans, the Planning Commission shall take into consideration the public health, safety, and welfare, the comfort and convenience of the public in general and of the immediate neighborhood in particular. If the plan is approved, the Planning Commission shall certify approval on the site plan and state the conditions of such approval, if any. If the plan is disapproved, the Planning Commission shall indicate reasons for such action. No permit may be issued by the without site plan approval.

(3) Any appeal of the Planning Commission's denial of a site plan shall be made to the Town Council, provided that such appeal is filed within 30 days from the date of such denial.

(4) The action of the Planning Commission and Building Inspector approving the application shall be noted on all copies of the site plan, landscape plan and other applicable plans to be retained in the record, including any changes or conditions required as part of the site plan approval. One such copy shall be returned to the applicant, and others retained as required for records or further action by the Town.

(5) Building Permits shall be first reviewed by the Planning Commission to ensure that the plans are consistent with the zoning regulations of the Town. A copy of the approved site plan shall be retained in the records of the office of the Building Inspector and all buildings and occupancy permits shall conform to the provisions of said site development plans.

(6) Amendments or modifications to approved site plans and/or landscape plans must be submitted to the Planning Commission. Such modifications shall be submitted in accordance with the procedures and requirements of this Chapter and shall be distributed to the appropriate Town departments for review. The Chairman of the Planning Commission may waive this requirement where such modification of the original site plan and/or landscape plan has no significant impact upon the original proposal and still remains in conformance with Town standards and regulations.

(7) Approval of the site plan, landscape plan and other applicable plans shall be void unless a Building Permit, Conditional Use Permit or use of the land has commenced within 12 months from the date of approval. Upon request, revalidation of the site plan may be granted for an additional 12 months if all factors of the original site plan review are the same; provided, however, that written notice requesting revalidation must be received by the Planning Commission prior to expiration of the original 12 month period.

(8) A stop work order shall be put on the project if any improvements required are not consistent with the approved site development plan, landscape plan or other applicable plans.

(9) When any improvement is to be accepted for dedication, maintenance or operation by the Town, the applicant may be required to provide a certified check or bond (with surety acceptable to the Town Attorney) in the amount of twenty percent of the total construction costs of the project to cover the costs of any defects which may occur in such improvements within two years after the date of acceptance by the Town. The Manager of the Road Department or other responsible Town official shall be responsible for determining when such security shall be required.