

Sec. 31-362. - Site plan submission requirements. B.G.C.O.

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- (a) **Filing of application.** Applications for site plan approval shall be filed with the planning and building department. The number of copies shall be prescribed by the director of planning and building.
- (b) **Site plan requirements.**
 - (1) The proposed site plan shall contain the name of the project and the names of the project engineer, planner and developer.
 - (2) The site plan shall be submitted along with a current signed and sealed survey dated within one year of the submittal date.
 - (3) The site plan shall be drawn to scale and of a sufficient size to show, as applicable, the following:
 - a. Boundaries of the project and existing streets, buildings, watercourses, easements and section lines;
 - b. Exact location, use, height and volume of all buildings and structures;
 - c. Access and traffic flow and how vehicular traffic will be separated from pedestrian and other types of traffic;
 - d. Off-street parking and off-street loading areas;
 - e. Recreation facilities locations;
 - f. Landscape and buffer areas and irrigation systems;
 - g. Refuse collections areas;
 - h. Access to utilities and points of utility hook ups;
 - i. Tabulations of the total gross area of the project and the percentages of the gross area to be devoted to the intended uses, ground coverage by structures and impervious parking surfaces;
 - j. Tabulations showing the number of off-street parking and loading spaces; and
 - k. Tabulations showing the overall project density in dwelling units per acre, if applicable.
- (c) **Additional requirements.** The following additional documents shall be included as part of the site plan application:
 - (1) A statement of ownership and unity of title of the subject property.
 - (2) A statement describing in detail the character and intended use of the property.
 - (3) A general location map showing all public roads in the immediate vicinity.
 - (4) Plans for recreational facilities, if any, including buildings and structures intended for such use. If common facilities, such as recreational areas or structures or common open space is to be provided for the development, a statement as to how such common facilities are to be provided and permanently maintained.
 - (5) Preliminary storm drainage and sanitary sewage plans or statements.
 - (6) Architectural elevations, including building and façade materials, for buildings in the development showing number of units, sizes and types, together with typical floor plans of each type.
 - (7) Plans for proposed signs and proposed sign locations, if any.
 - (8) Plans for modification of the slope, elevation, drainage pattern of the property and the preservation of natural vegetation.

- (9) Additional data, maps, plans as may be required by the city for the particular use or activity involved, including impacts on affected community facilities and services created by the development.
- (10) If the development is to occur in phases, those phases should be clearly delineated on the site plan and identified in the plans and requirements. Each development phase shall be subject to site plan review by the city.
- (11) A statement that the proposed development complies with the city's land development regulations and comprehensive plan requirements.
- (12) A statement that all pertinent permits are concurrently being sought from the applicable county, state and federal agencies. Such permits shall be obtained prior to commencement of development.
- (13) An environmental assessment that identifies environmentally sensitive lands, including, but not limited to:
 - a. Wellfields, habitats of endangered or threatened species, floodplains, wetlands and other natural resources found on site, if applicable;
 - b. The appropriate safeguards and protection measures to be utilized; and
 - c. A statement that the safeguards and measures comply with applicable federal, state and local guidelines pertaining to the environmentally sensitive land or natural resource at issue.
- (14) A statement that the site has been investigated for possible historical significance or historical resources.
- (15) Statements from all appropriate agencies providing utility services and other service providers demonstrating that adequate capacity is available to serve the project.
- (16) A landscape plan meeting all code requirements including irrigation systems, and all plant types and locations.
- (d) **Certification required.** All items listed in this section requiring preparation of architectural or engineering drawings shall be prepared and certified by an engineer or architect registered in this state.