

## **ARTICLE G**

### **SITE PLAN REQUIREMENTS**

#### **SEC 9-1-24 SITE PLAN REQUIREMENTS AND REVIEW**

##### **(a) Applicability**

1. A Site Plan is required for all conditional uses.
2. A Site Plan is required for permitted commercial and industrial uses.
3. A Site Plan is also required for the expansion or modification of uses described above established prior to the adoption of this Ordinance to the extent practical and reasonable. Specifically, only the expansion or modification itself would be considered, and the application of the review criteria may be limited such that the expansion or modification is not required to be substantially out of character with the features of the site that predate this Ordinance. However, this should not be construed to prevent an applicant from willingly making expansions or modifications that are substantial improvements to the character of the site.

##### **(b) Compliance**

Site Plans provide sufficient information for Village Plan Commission, Village Board, and other interested parties to make more informed decisions regarding certain land use requests. Site Plans should promote greater understanding of the request and provide sufficient information to allow informed decisions to be made. All approved Site Plans become part of the official decision record. Failure to comply with all aspects of a Site Plan will constitute a violation of this Ordinance. Any changes to a Site Plan that result from the review process should be clearly indicated in the decision record. Also, any phasing or planned expansion that is intended to be a part of an approved site plan must be clearly identified in the decision records, or such expansion will require a new approval.

##### **(c) Site Plan Components**

Three (3) copies of a Site Plan shall be submitted to the Village Clerk. The Site Plan, whether for Permitted or Conditional Uses shall contain at a minimum the components at an appropriate scale for the subject property and surrounding property (within 100 feet of the subject property boundary).

1. General Site Plan – Level 1 including:
  - a. North arrow
  - b. Property boundary
  - c. Existing and proposed building footprint(s) and dimensions
  - d. Wells, septic tanks, and drain fields
  - e. Proposed uses(s)

- f. Setback dimensions
- g. Driveway location(s)
- h. Adjacent public roads and rights-of-way
- i. Surface water, floodplain, drainage ditch, and wetland locations

A copy of all Site Plan Level 2 components and above shall be submitted to the Building Inspector in addition to the three (3) copies submitted to the Village Clerk.

2. Detailed Site Plan – Level 2 including:

- a. Drawing scale
- b. Location/vicinity map
- c. Parking areas, spaces and dimensions
- d. Sign locations
- e. Exterior light locations
- f. Development phasing lines (if applicable)
- g. Sidewalks, trails, and walkways
- h. Easements and dimensions
- i. Utility locations
- j. Fence locations

3. General Architecture Design Plan including:

- a. Architectural scale
- b. All buildings views/elevations
- c. Building height dimensions
- d. Exterior building material(s) and color(s)
- e. Building mounted lighting fixtures
- f. Colored rendering or photo simulation (optional)

4. Grading and Drainage Plan including:

- a. Existing and proposed contour lines, drainage courses, and fill materials
- b. Elevations of proposed building sites
- c. Pond/detention basin locations
- d. Storm water and erosion control devices
- e. Normal high-water elevation of abutting navigable waters and the proposed waterline

5. Signage and Exterior Lighting Information including:

- a. Scaled design drawing of freestanding and/or building signs
- b. Sign specifications (lighting, materials, colors, and dimensions)
- c. Light fixture design detail and specifications

6. Any additional information deemed necessary by the Village Plan Commission, Village Board or Building Inspector. A proposed development may be exempted from submitting any of these detailed plans or their components if it is found that they are not applicable.

#### **(d) Review Process and Criteria**

1. The review of the Site Plan will be incorporated into the review of the permit sought:
  - a. Site Plans for Conditional Uses will be reviewed as a component of the Conditional Use application/permit process as outlined in Section 9-1-22.
  - b. Site Plans required for permitted commercial and industrial uses within the "C" Commercial District and the "I" Industrial District will be reviewed as a component of the rezoning process (when a rezone and specific development is proposed), otherwise the Site Plan will be reviewed as a component of the permit review process.
  
2. A site plan may be approved, conditionally approved, or denied by the Village Plan Commission and/or Village Board according to the requirements of this and all other applicable Ordinances, Codes and the intent of the Village Comprehensive Plan policies. Additional considerations include:
  - a. Relationship to adjacent development in terms of harmonious design, setbacks, maintenance or property values, and potential negative impacts.
  - b. Impacts to the natural resources of the site and adjacent properties.
  - c. Coordination of proposed roads with the existing road network.
  - d. The adequacy of essential services including water, drainage, sewerage facilities, solid waste disposal, and other utilities where necessary to serve residents and/or occupants.