



## Site Plan/Building Permit Review

### 1.6.01 When Site Plan Review Applies

Site Plan/Building Permit Review (hereafter referred to as Site Plan Review) shall be required for all development proposals for **BUILDING SITES** or **DEVELOPMENT SITES**. The purpose of this review is to determine compliance with the conditions and requirements established for the building or development site during the process of **DEVELOPMENT PLAN** approval associated with a Zoning Map Amendment, Preliminary Plan or **RECORD PLAT** Approval, or conformance with the design requirements associated with a Historic Overlay District, Architectural Design Standards, Building Code, and other regulations then in effect. These regulations are necessary and related to **SUBDIVISION** regulations to ensure that the development of existing and future platted **LOTS** and tracts conforms to the conditions and requirements established for their development.

### 1.6.02 Optional Pre- Application

Prior to formal application for a Site Plan Review, the applicant may present for discussion a sketch showing generally the boundaries of the proposed building or development site, the proposed development, architectural plans or building prototypes, site dimensions, topography, proposed drainage pattern, north arrow, scale and any other pertinent information then known to the applicant. The applicant or property owner or their agent, the **PLANNING DIRECTOR**, or the **BUILDING AND ZONING OFFICIAL**, may request a conference to discuss the requirements for Site Plan approval.

For this review, the applicant shall contact the **PLANNING DIRECTOR** or the **TOWN PLANNER** as designated by the **PLANNING COMMISSION**, to set a meeting date to discuss intentions as they relate to a site plan review. The pre-application meeting does not require formal application or fee.

Site Plan Review is intended to provide for a complete review of technical data and preliminary engineering, landscaping and architectural drawings for proposed **BUILDING SITES** and **DEVELOPMENT SITES**. The review should evaluate potential impacts on both the site and surrounding areas, and resolve planning, engineering and other technical issues so that development may proceed.

**1.6.03  
Site Plan  
Review**

The applicant should file a formal application for Site Plan/Building Permit Review on a form supplied by the **PLANNING DIRECTOR** (see Appendix for forms) and shall submit therewith a Site Plan prepared in conformance with the requirements of this Chapter. No application shall be accepted for review unless it is complete and accompanied by the appropriate review fee. The **PLANNING DIRECTOR** and or **BUILDING AND ZONING OFFICIAL** may require submission of information, material and documents beyond that required in this Part as necessary to determine compliance with the regulations in effect at the time of application.

**1.6..04  
Submittal of  
Application**

Upon receipt and acceptance of the Site Plan/Building Permit Review Application, the **PLANNING DIRECTOR** may submit copies to interested public agencies and utility companies and obtain a written report or approval on the plan from each such agency or company. Notice of the proposed subdivision and date of any required meetings will be provided to adjoining property owners if required. Should the application require the review and approval of the Architectural Review Board, the date and time of this meeting will be included in the notice.

**1.6.05  
The Review  
Process**

Staff Review - The staff of the Planning Commission shall review the plan and shall consult with the affected cities, public agencies and utility company to resolve any problems raised by the proposed site plan. The staff shall then present its recommendations and the reports of the agencies and companies to the applicant, and any adjoining property owners who have requested notification.

Administrative Approval - The **PLANNING DIRECTOR** or a staff member authorized by the **PLANNING COMMISSION** may take Planning Commission action if the plan or revision complies with the applicable provisions of these regulations. Such action shall not be taken until the expiration of the seven (7) day petition period provided for in this Part. No staff member shall be required to approve any delegated item if they have reason to question its accuracy, or its compliance with any applicable regulations. Items that are not appropriate for administrative approval shall be submitted to the **TECHNICAL REVIEW COMMITTEE** in accordance with the provisions of this Chapter.

- A. Applicants or other affected parties seeking **PLANNING COMMISSION** review of an action of the **TECHNICAL REVIEW COMMITTEE** may request such on forms supplied by the **PLANNING DIRECTOR**. Requests for review must be submitted within seven (7) calendar days of the TRC meeting at which the application is considered for approval. The request shall set out the item(s) for which the applicant or other affected party is seeking Planning Commission review. The request will be considered for review at the first Planning Commission meeting following receipt of the request, or at a subsequent meeting if so requested by the applicant. Planning Commission action, along with the reasons therefore, shall be communicated in writing to the applicant. Final action on the proposed Site Plan shall be taken in accordance with these regulations.
- B. Planning Commission review of TRC recommendations shall address only specific items of the Site Plan proposal that:
1. do not receive a consensus recommendation through the TRC process;
  2. are set out in a request for review by the applicant;
  3. are set out in a request for review by other affected parties; or
  4. are requested as waivers from current regulations.

The proposed site plan shall be reviewed and action taken within sixty (60) days of receipt of a complete application and the Site Plan, unless this time limit is waived, in writing, by the applicant.

**1.6.06  
Conditions of  
Approval**

When an application for Site Plan Review is approved, appropriate conditions and safeguards may be prescribed in conformity with the intent and provisions of this Part. Violation of such conditions and safeguards, when made a part of the terms under which the Site Plan is approved, shall be deemed a violation of these regulations, subject to enforcement under the provisions established.

**1.6.07  
Effect of Final  
Site Plan  
Approval**

Approval of the Site Plan shall give the **PLANNING DIRECTOR** and/or **BUILDING AND ZONING OFFICIAL** the authority to issue building permits for the proposed development. All **CONSTRUCTION DRAWINGS** submitted with or subsequent to Final Site Plan approval shall conform to such approval and any conditions that may have been approved with it. However, the **PLANNING DIRECTOR** may authorize minor modifications and adjustments during the course of construction without requiring additional formal Site Plan Review.

**CONSTRUCTION DRAWINGS** must be submitted within one (1) year of Site Plan approval or the approval shall expire. One (1) or more extensions for an additional one (1) year each may be granted by the Commission if it finds that applicant has diligently pursued implementation of the approved Site Plan. The applicant shall submit in writing a letter requesting and justifying an extension.

**1.6.08  
Expiration of  
Final Site Plan  
Approval,  
Extensions**

In the case of building or development sites being developed by phases, for the period within five (5) years of original approval of the Site Plan, extensions of approval shall be automatic for all sections so long as construction is in progress in any phase. Beyond this five (5) year period, an extension in accordance with the provisions above shall be required.

The following information shall be provided in graphic or written form, as necessary to satisfy the requirements. The **PLANNING DIRECTOR** shall be authorized to waive these informational requirements where deemed appropriate.

**1.6.09  
Site Plan  
Review  
Submittal  
Requirements**

A. General Information

1. Number of Copies: As determined by the **PLANNING DIRECTOR**. The applicant shall also submit the Site Plan (inclusive of all application materials) in digital form and format determined by the **PLANNING DIRECTOR**. The Planner, Architect, Engineer or Surveyor shall also certify that the coordinate geometry of the survey has been checked and found to close.
2. Legend, including
  - a) Name of proposed development
  - b) Legal description of the property
  - c) Acreage of the property
  - d) Scale (Not more than 1" = 100')
  - e) North Arrow
  - f) Existing zoning on the property, including any overlay districts
  - g) Number of development sites proposed
  - h) Date of preparation and space for revision dates
  - i) Vicinity Map
3. Name, Address, Phone Number and Email Address of
  - a) Property Owner(s)
  - b) Developer(s)
  - c) Engineer(s)
  - d) Surveyor(s)

- e) Architect(s)
- f) Agent(s) of property owner or others involved in the proposal

4. Information about abutting lands, including

- a) Names of abutting subdivisions
- b) Names of Recorded Owners of all abutting lots and parcels
- c) Existing zoning, including any overlay districts.

B. Existing Conditions

1. Existing streets, both on and within five hundred (500) feet of the proposed building or development site, including:

- a) Street Names
- b) Location of each street
- c) Right-of-way and paving width (inclusive of curbs/gutters of all streets)
- d) Driveway Approach locations and proximity to proposed subdivision entrance(s)
- e) Sidewalk locations
- f) Median locations
- g) Any other improvements in the right-of-way

2. Existing lot lines and easements on the property, indicating the purpose of each easement.

3. Existing utility and drainage infrastructure, including location and size of

- a) Sanitary Sewers
- b) Storm Sewers
- c) Culverts
- d) Water Mains
- e) Fire Hydrants (within four hundred (400) feet of the site)

4. Existing buildings, structures, railroads, cemeteries, urban service boundaries, scenic corridor boundaries, governmental boundaries and emergency service district boundaries on or abutting the property. Any buildings or land areas that have been designated as local landmarks, or are listed on the National Register of Historic Places, should be specifically noted.

5. A topographic map showing existing contours at two (2) foot intervals, where data is available from the Woodford County GIS, or

- at five (5) foot intervals for all other areas, based on field data referred to U.S.G.S. sea level datum in sufficient detail to show the general character of the land. Where a subdivision or site development is proposed in a Conservation District, contour intervals of two feet are required. Contour lines shall be shown one hundred (100) feet beyond the subdivision or site boundary at ten (10) foot intervals.
6. A soils report showing subsurface soil, rock and groundwater conditions, and including
    - a) Soil classifications as identified by the U.S.D.A. Soil Conservation Service
    - b) Letter of written recommendation as to load bearing capacity and suitability for development prepared by a licensed civic engineer based on soil test(s).
    - c) If individual wells and/or septic tanks are proposed, show location and results of soil percolation tests in accordance with the specifications of the State and County Department of Health. Due regard shall be given to the effects of cut and fill which may make such data obsolete. Anticipated areas of cut and **FILL** shall be noted upon the plan.
  7. The 100-year flood elevation, minimum habitable floor elevation and limits of the 100-year floodplain.
  8. A surface drainage report showing direction and flow and methods of storm water retention and detention.
  9. Existing surface water bodies, wetlands, streams and canals, both on and within fifty (50) feet of the proposed subdivision/site, including:
    - a) Normal high water elevation or boundary
    - b) Attendant drainage areas for each
    - c) Area, extent and type of wetlands
  10. A tree and woodlands survey showing the general extent of tree canopies as determined from aerial photographs of the site, as well as any tree with a caliper of more than twenty four (24) inches.
  11. The precise location of any Woodford County geodetic information system monument(s) and/or certified sectional corners, whose coordinate values have been determined, which are within the proposed **SUBDIVISION** or **DEVELOPMENT SITE** and/or within the three hundred (300) foot area surrounding it.

C. Proposed Development

1. Building or Development site layout, including:
  - a) Lot lines
  - b) Scaled dimensions
  - c) Lot numbers, and block numbers where applicable
  - d) **BUILDING PLACEMENT LINES**, scaled for each lot
  - e) Type of intended use for each site
  - f) Tracts to be held in common ownership for such purposes as recreation, storm water management, conservation, recreation/open space or other public use
  
2. Delineation and description of the number, type and density and/or gross floor area and **FLOOR AREA RATIO** of Residential, Workplace, **SHOPFRONT** or other Proposed Uses including:
  - a) Architectural Plans
  - b) Mix of Proposed Uses
  - c) Phasing of Proposed Uses
  - d) Other information to determine compliance with any architectural or historic preservation standards and guidelines.
  
3. Proposed **STREET** System or Access Requirements, including:
  - a) **STREET** names
  - b) Location and type of each street and/or site access location (include all streets shown on the adopted Transportation Plan - Major Thoroughfare System)
  - c) Right-of-way width for each street
  - d) Sidewalk locations
  - e) Median locations
  - f) Approximate elevations at the centerline of the street shall be shown at the beginning and end of each street, and at street intersections.
  - g) Any other proposed improvements in the rights-of-way
  
4. Location and scaled dimensions of all parcels of land proposed for public uses other than streets, including:
  - a) Easements for drainage, utilities, storm water management, pedestrian pathways, sidewalks, bike paths, parks/open space, etc.

- b) Land dedications for parks/open space, schools, public facilities, storm water management, etc.
  - c) **CIVIC GREENS** and **CIVIC SQUARES** required by the provisions of this Chapter
5. Proposed utility and drainage infrastructure, including the location and size of:
  - a) Sanitary sewers
  - b) Storm water management facilities
  - c) Culverts
  - d) Water mains
  - e) Fire hydrants
  - f) Electric, gas, telephone and other utilities
6. The nature, location and scaled dimension of any buffer or transition areas.
7. Proposed provision of fire protection, street lighting, street signs and other proposed improvements or services.
8. A preliminary tree protection plan indicating all trees with a caliper of twenty four (24) inches or greater that will remain and all tree canopy areas to be preserved. The Plan shall also indicate how trees and tree canopy areas to be preserved will be protected and maintained during the construction process.
9. Information concerning any private street(s) proposed to be included in the development, including:
  - a) Copy of **DEED** or Legal Instrument that grants or provides the legal right to use the private street to property owners within the subdivision or site.
  - b) Copy of Written Notification to be provided at time of sale to all property owners having beneficial use of the private street, concerning their responsibilities in maintaining the street in safe operating condition.
10. A paving, grading, drainage and erosion control plan.
11. The location and extent of areas within and abutting the site with slopes of twelve (12%) percent or greater and eighteen (18%) percent and greater.

12. Gross and net acreage, density expressed as units per acre or non-residential intensity expressed as a floor area ratio.

**1.6.10  
Exemptions  
from  
Requirements**

Residential **BUILDING SITES**, or lots, created through the **SUBDIVISION** review process, are exempt from the formal Site Plan Review process. Site plan review for these sites/lots will occur through the normal building permit review process.

VERSAILLES, MIDWAY AND WOODFORD COUNTY  
NEW URBAN SUBDIVISION AND SITE PLAN  
REGULATIONS