

ARTICLE XIII. ZONING AND SITE PLAN APPROVALS



ORDINANCE NO. 22-

Text Amendment: To amend the Chapter 40 Article XIII Sec. 40-394.

Sec. 40-487. Planning and Zoning Commission.

(e) *Planning and Zoning Commission administration.*

Sec. 40-394. Site plan.

- (a) *Preparation of plans by a licensed professional.* It is recommended that all site plans be prepared and certified by a licensed professional duly registered by the state (i.e., engineer, architect, or land surveyor), however, the following site plans shall always be prepared and certified by a licensed professional:
- (1) Conditional zoning.
 - (2) New commercial or industrial development.
 - (3) Change to a more intense use (i.e., increase in occupancy) for multifamily/commercial uses.
 - (4) New residential development with three or more units.
- (b) *Site plan criteria.* All site plans shall include the following:
- (1) The name, address, and phone number of the professional(s) responsible for preparing the plan if different than the applicant.
 - (2) Engineer's scale one inch equals 40 feet or larger.
 - (3) Title block or brief description of project including all proposed uses.
 - (4) Date.
 - (5) North arrow.
 - (6) Property and zoning boundaries.
 - (7) The square footage of the site.
 - (8) Lot coverage (buildings, decks, steps).
 - (9) Location of all existing and proposed structures and the setbacks from property lines of all affected structures to remain on-site.
 - (10) Design of driveways and parking/loading areas with parking spaces individually numbered in sequential order.
 - (11) Adjacent rights-of-way labeled with the street name and R/W width.
 - (12) Location of all existing and/or proposed easements.

- (c) *Supplemental information required.* Additional information or data as determined necessary by Town staff and/or other reviewing agencies, including, but not limited to, the following, may be required:
- (1) Location and design of refuse facilities.
 - (2) Approximate locations and sizes of all existing and proposed utilities.
 - (3) Existing and/or proposed fire hydrants (showing distances).
 - (4) Adjacent properties with owners information and approximate location of structures.
 - (5) Distances between all buildings.
 - (6) Number of stories and height of all structures.
 - (7) Locations of all entrances and exits to all structures.
 - (8) Calculate the gross floor area with each room labeled (i.e., kitchen, bedroom, bathroom).
 - (9) Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.
 - (10) Location of flood zones and finished floor elevations.
 - (11) CAMA areas of environmental concern (AEC) and CAMA setbacks.
 - (12) Delineation of natural features and wetlands with existing and proposed topography with a maximum of two foot contour intervals.
 - (13) Proposed landscaping including percentages of open space.
 - (14) Stormwater management systems.
 - (15) Cross-sectional details of all streets, roads, ditches, and parking lot improvements.
 - (16) Building construction and occupancy type(s) per the building code.
 - (17) Location of fire department connection(s) for standpipes.
 - (18) Turning radii, turnarounds, access grades, height of overhead obstructions.
 - (19) Dimensions and locations of all signs.
 - (20) A vicinity map drawn with north indicated.
 - (21) [Submit the total daily water flow usage and sewer design flow.](#)

(Code 1986, app. A, § 21.2; Ord. No. 00-463, 10-10-2000; Ord. No. 01-468, 1-9-2001; Ord. No. 02-501, 3-12-2002; Ord. No. 02-504, 5-14-2002; Ord. No. 06-652, 8-8-2006; Ord. No. 08-766, 11-10-2008; Ord. No. 09-776, 2-10-2009; Ord. No. 13-905, 1-8-2013; Ord. No. 21-1153, 6-8-2021)

Adopted this 12th day of April 2022.

Lynn Barbee, Mayor

Attest: _____

Kimberlee Ward, Town Clerk

