

INSTRUCTIONS FOR SITE PLAN REVIEW REQUESTS

Generally, the purpose of requiring a Site Plan Review Request before the Planning Commission is to encourage the compatible arrangement of buildings relative to: **1)** the size and characteristics of the property on which the building project is proposed, **2)** required and accessory off-street parking, loading and unloading, on-site circulation and vehicle stacking space areas, **3)** methods proposed to provide pedestrian access on the property as well as to and from the site, **4)** exterior lighting, **5)** signage associated with the development, **6)** landscaping, buffering and screening, **7)** outdoor display, sales and storage areas, **8)** outdoor areas for the temporary storage of trash awaiting pick up, **9)** vehicular ingress and egress to and from the subject property and **10)** drainage on and from the site.

The requirement for Planning Commission approval of a Site Plan Review Request prior to building construction is made to promote safety and convenience for the public as well as to preserve property values on the site and for surrounding properties. Pursuant to the requirements of the Zoning Ordinance, a building permit will not be issued for any building project that first must gain Site Plan Review approval. Also, pursuant to the Zoning Ordinance, a Certificate of Occupancy or Zoning Permit will not be issued for any building subject to Site Plan Review until all requirements established by the Planning Commission have been complied with.

A. **Applicability.**

As required by Section 305 of the Zoning Ordinance, all building projects shall submit an application for Site Plan Review before the Planning Commission, except for single-family or duplexes uses unless the latter are arranged in courtyard or grouped settings. The requirement for Site Plan Review is applicable to only new developments, unless major alternations to an existing building will intensify factors that affect overall design relationships.

B. **Required Filing Fee.**

Processing fees **\$500.00** effective 9-11-2007 per Resolution 58-2007.

C. **Timing for Submittal.**

Site plans shall be submitted to the Zoning Administrator or their authorized agent in accordance with the "closing date" schedule adopted by the Planning Commission. **APPLICATIONS MUST BE SIGNED BY THE APPLICANT OR SIGNED ON BEHALF OF THE APPLICANT BY AN AUTHORIZED AGENT.** Site plans will not be placed on the Planning Commission agenda until all required drawings are received and reflect compliance with the Zoning Ordinance.

D. **Number of Copies of Site Plan that are Required.**

A minimum of **20 copies** is required, including 4 full size sets and 16 half size sets. Additional copies MAY be required by the Zoning Administrator, or their authorized agent, to ensure proper review by appropriate City Staff.

E. **Minimum Requirements for Drawings to be Submitted with the Site Plan Review Request Application.**

1. Typically, a Site Plan Review Request is preceded by either approval of a Final Plat or approval of an associated zone change request. However, a Site Plan Review Request is sometimes reviewed by the Planning Commission concurrently with a Final Plat or rezoning application.

2. Site Plan Drawings shall be drawn to an appropriate engineer or architect scale and shall provide a north arrow. **THE USE OF AN ENGINEER'S SCALE IS PREFERRED.** The drawing shall include a delineation of property boundary lines and **include a legal description of the property** involved with the application. In addition, Site Plan Review Request drawings shall, at a minimum, provide the following information:
- a. Indicate **site elevations** by contour lines and provide **arrows that depict the proposed direction of storm drainage**. Any on-site storm drainage facilities or improvement, e.g., storm sewer pipes, access covers, swales and on-site drainage ponds or areas shall be indicated. **IT IS SUGGESTED THAT DRAINAGE INFORMATION ABOUT THE BUILDING PROJECT BE INDICATED ON A SEPARATE PLAN SHEET.** Such a separate sheet shall however depict an outline of the footprint of existing and proposed buildings along with of areas to be paved.
 - b. Indicate the **location and size of existing and proposed buildings and structures**, including building dimensions, materials and a note about the number of stories of buildings, gross square footage of floor area and the location of building entrances. **DIMENSIONS MUST BE PROVIDED BETWEEN BUILDING WALLS AND THE SITE'S PERIMETER BOUNDARY LINES.**
 - c. Indicate the location, direction, photometric light pattern and intensity of **proposed exterior lighting**. Exterior lighting shall be in accordance with the requirements of subsections 304(E)(11) and 304(I)(4) of the Zoning Ordinance.
 - d. Indicate existing and proposed **off-street parking spaces, on-site circulation aisles, loading and unloading areas, pedestrian walkways and vehicle stacking spaces** for any drive-through facilities. The **type of paving surface** for those features of the site shall be noted. **THE PROVISION OF REQUIRED OFF-STREET PARKING SPACES, UNLOADING AND UNLOADING AREAS, CIRCULATION AISLES AND VEHICLE STACKING SPACES SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 5 OF THE ZONING ORDINANCE.** The drawing shall provide a **standard detail for the dimensions of a standard parking space**. Parking spaces that do not conform to the standard detail shall be provided their own individual depth and width dimensions.
 - e. Indicate the location, height and materials to be used for **screening** purposes. Also, indicate the location of **areas to be landscaped** along with the types of landscaping materials to be used. Landscaping, buffering and screening from adjacent properties shall be in accordance with the requirements of subsection 304 of the Zoning Ordinance. **IT IS SUGGESTED THAT INFORMATION REGARDING LANDSCAPING AND SCREENING BE DEPICTED ON A SEPARATE PLAN SHEET.** A separate sheet shall depict an outline of the footprint of existing and proposed buildings along with of areas to be paved.
 - f. Indicate **perimeter street rights-of-way** and the **location of existing and proposed driveways** to those streets. Indicate the location of easements of record and existing and proposed public utility lines, including either existing or proposed private service connections to those lines. **EXTENSIONS OF PUBLIC SEWER AND WATER LINES MAY BE REQUIRED AS A CONDITION OF SITE PLAN APPROVAL.**

- g. Indicate the location of all **free-standing signage** by type, height and approximate size. Note if **wall signage** is to be used, including a designation of which walls such signage is proposed to be placed, along with dimensions for the wall area to be covered with such signage. **SIGNS SHALL CONFORM TO THE REQUIREMENTS OF ARTICLE 7 OF THE ZONING ORDINANCE. IT IS THE PRACTICE OF THE COMMISSION TO REQUIRE THE SUBMISSION OF A DRAWING THAT DEPICTS WHAT PROPOSED FREE-STANDING SIGNAGE WILL LOOK LIKE.**

- h. If permitted by the regulations of the zoning district in which the building is proposed to be constructed, indicate the location of any areas that are planned to be used for continuous **outdoor display and sales** purposes. Also indicate the location of any outdoor areas to be used for the **temporary storage of refuse** along with proposed methods to accomplish screening from adjoining street right's of way and adjoining properties either zoned or used for residential purposes. **EXCEPT FOR THE "M-1" INDUSTRIAL DISTRICT, OUTSIDE STORAGE AREAS ARE GENERALLY NOT PERMITTED.** For industrially zoned properties, indicate areas planned to be used for outside storage.

- i. **IT IS THE PRACTICE OF THE COMMISSION TO REVIEW PROPOSED ELEVATIONS FOR NEW BUILDINGS.** Such elevations need to be of such detail as to let the Commission know what the proposed building will look like, including the **types of materials to be used on the exterior of the building walls and roofs.** Interior floor plans are not required.



Site Plan Review Request Application

611 Mulberry Road, Suite 300
Derby, KS 67037

Phone 316-788-1519 / Fax 316-788-6067
www.derbyweb.com

Application Date: _____

Fee: \$500.00

AGENT'S NAME: _____

AGENT'S ADDRESS: _____

City _____ State _____ Zip Code _____

AGENT'S PHONE #: _____ FAX #: _____ Email: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

Street

City _____ State _____ Zip Code _____

APPLICANT'S PHONE #: _____ FAX #: _____ Email: _____

NAME OF SUBDIVISION: _____

LOT #: _____ BLOCK #: _____

COMMON ADDRESS: _____

SITE SIZE: _____

PROPOSED USE: _____

The applicant or their duly authorized agent HEREBY ACKNOWLEDGES that a Certificate of Occupancy cannot be issued for a building until all aspects of development depicted on approved Site Plan Drawings are complied with. FURTHER, the applicant or their duly authorized agent HEREBY ACKNOWLEDGES that **landscaping and screening** are integral parts of site development and until those features of site development are completed, or arrangements for their future installation are complied with pursuant to subsection 304(O) of the Zoning Ordinance, a Certificate of Occupancy cannot be issued and the occupying of a building without such a Certificate is a violation of the City's Building Code.

OR

APPLICANT

AUTHORIZED AGENT

OFFICE USE ONLY

DATE RECEIVED: _____ BY CITY STAFF: _____ FILING FEE: \$500.00