ARTICLE 11
SITE PLAN REVIEW

SECTION 11.01 PURPOSE

It is the purpose of this Article to provide for consultation and cooperation between the land developer and/or the applicant for a special use permit and the Village Zoning and Sidewalk Coordinator. As used in this Ordinance, "site plan" includes the documents and drawings required by this ordinance to insure that a proposed land use or activity is in compliance with local ordinances, State and Federal statutes.

SECTION 11.02 REVIEW AND APPROVAL

11.02.1 Procedure. Each application for a site plan review shall include the following:

A. Optional Sketch Plan Review. Preliminary sketches of proposed site and development plans may be submitted for review to the Village Zoning and Sidewalk Coordinator prior to final approval. The purposes of such procedure are to allow discussion between a developer and the Village Zoning and Sidewalk Coordinator prior to final approval, and to better inform the developer of the acceptability of his proposed plans prior to incurring extensive engineering and other costs which might be necessary for final site plan approval. The Village Zoning and Sidewalk Coordinator shall not be bound by any tentative approval given at this time. Such sketch plans shall include, as a minimum the following:

1. The name and address of the applicant or developer, including names and addresses of any officers of a corporation or partners of a partnership, together with telephone numbers.

2. Legal description, property parcel number and street address of the subject parcel of land.

3. Sketch plans showing tentative site and development plans.

B. Application Procedure. Request for final site plan review shall be made by filing with the Village Zoning and Sidewalk Coordinator the following:

1. A review fee as determined by resolution of the Village Council, based upon the cost of processing the review and as shall be on file with the Village Clerk for public information.

2. Seven (7) copies of the completed application form for site plan review which shall contain at a minimum the following information:

   a. Name and address of applicant.

   b. Legal description, property parcel number and street address of the subject parcel of land.

   c. Area of the subject parcel of land stated in acres, or if less than one acre, in square feet.
d. Present zoning classification on parcel and adjacent parcels.

e. Present and proposed land use.

f. Applicant's statement of the expected effect on emergency service requirements, schools, storm water systems and automobile and truck traffic.

3. Seven (7) copies of the proposed site plan, on a sheet at least 24 x 36 inches with graphics at an engineers scale, which shall include at a minimum the following information:

a. The name of the project, and the name and address of the applicant.

b. The name, address and professional seal and signature of the architect, engineer, surveyor or landscape architect responsible for the preparation of the site plan.

c. A legal description of the property including size in acres or square feet.

d. A location map.

e. A north arrow.

f. Date of preparation and revision dates.

g. Zoning and current land use of the site and all adjacent sites, including site across any public or private right-of-way from the site.

h. Property lines and easements, including dimensions.

i. The location and dimensions of all existing structures, street rights-of-way, parking areas, sidewalks, and driveways on the site and within fifty (50) feet of the site.

j. The existing and proposed topography of the site and within fifty (50) feet of the site, at two (2) foot contour intervals.

k. Natural features including bodies of water, wetlands, woodlands, significant trees, steep topography, etc.

l. Existing and proposed drainage patterns.

m. The proposed use of the site including dwelling unit density where pertinent.

n. The layout and dimensions of proposed lots; easements, streets, drives, access points, and sidewalks; parking and loading areas; and principal and accessory buildings and structures.

o. Building footprints including dimensions, yard setbacks, and lot coverage. Floor plans may be required.
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p. Existing and proposed locations and dimensions of utility services.

q. A landscape plan in accordance with ARTICLE 14 LANDSCAPE STANDARDS.

r. Parking and loading in accordance with ARTICLE 13 PARKING AND LOADING REQUIREMENTS.

s. Building elevations including building materials, colors and dimensions.

t. Location and method of screening for all waste receptacles and mechanical equipment and utilities in accordance with Section 2.18 Waste Receptacles and Enclosures and Section 2.19 Mechanical Equipment and Utilities.

u. Details of all signs in accordance with ARTICLE 15 SIGNS.

v. Details of exterior lighting in accordance with Section 2.22 Exterior Lighting.

w. Any additional material information necessary to consider the impact of the project upon adjacent properties and the general public, as may be requested by the Village Zoning and Sidewalk Coordinator.

4. For developments in the I Industrial District the following shall also be submitted:

a. A site plan of the property showing the location of all present and proposed buildings, drives, parking areas, snow removal and storage plans, waste disposal systems, screening fences or walls, and other construction features which may be proposed.

b. A description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, fire or safety hazards, or the emission of any potentially harmful or obnoxious matter or radiation.

c. Engineering and architectural plans for the treatment and disposal of sewage and industrial waste or unusable by-products.

d. Any other information the Village Zoning and Sidewalk Coordinator or Village Council may require which has to do with the public health, safety or general welfare, including, but not limited to, architectural and engineering drawings of all buildings.

5. Any revisions to any previously submitted site plan must be described in writing and highlighted on the site plan in such a manner that the modifications are easily identified.
11.02.2 **Action on Application and Plans**

A. Upon receipt of the plans and application in completed forms, the Village Zoning and Sidewalk Coordinator shall set and record the date scheduled for the public hearing to be held by him and transmit one (1) copy thereof to the Village Clerk for her records.

B. The hearing shall be held within forty-five (45) days of the date of the receipt of the plans and applicable by the Village Zoning and Sidewalk Coordinator.

C. The applicant shall be notified of the date, time and place of the hearing on his application not less than three (3) days prior to such date.

D. At the conclusion of the hearing, the Village Zoning and Sidewalk Coordinator shall have the authority to approve, disapprove, modify or alter the proposed plans in accordance with the purpose of this site plan review provisions of this Ordinance and criteria herein contained. Any modifications or alterations required by the Village Zoning and Sidewalk Coordinator shall be stated in writing, together with the reasons therefore, and delivered to the applicant.

E. The Village Zoning and Sidewalk Coordinator may either approve the plans contingent upon the required alternations or modifications, if any, or may require a further review after the same have been included in the proposed plans for the applicant. The decision of the Village Zoning and Sidewalk Coordinator shall be made within one hundred (100) days of the receipt of the application by the Village Zoning and Sidewalk Coordinator.

11.02.3 **Criteria for Review.** In reviewing the application and site plan and approving, disapproving or modifying the same, the Village Zoning and Sidewalk Coordinator shall be governed by the following standards:

A. That there is a proper relationship between the existing streets and highways within the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways and parking areas to assure the safety and convenience of pedestrian and vehicular traffic, and that the proposed streets and access plan conforms to any street or access plan adopted by the Village or the County Road Commission.

B. That the buildings, structures and entryways thereto proposed to be located upon the premises are so situated and designed as to improve the aesthetic appearance of the area and minimize adverse impacts upon adjacent properties and the neighborhood.

C. That as many natural features of the landscape shall be retained as possible, particularly, where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood or help control erosion or the discharge of storm waters.

D. That any adverse effects of the proposed development and activities emanating therefrom upon adjoining residents or owners shall be minimized by appropriate screening, fencing or landscaping.
E. That all provisions of this Ordinance are complied with unless an appropriate variance therefrom has been granted by the Village Zoning and Sidewalk Coordinator.

F. That all buildings and structures are accessible to emergency vehicles.

G. That the plan as approved is consistent with the intent and purpose of zoning to promote public health, safety and general welfare to encourage the use of lands in accordance with their character and adaptability; to avoid the overcrowding of population; to lessen congestion on the public roads and streets; to reduce hazards to life and property; to facilitate adequate provisions for a system of supply, education, recreation and other public improvements and services to conform with the most advantageous uses of land, resources and properties; to preserve property values and natural resources; and to give reasonable consideration to the character of a particular area, its peculiar suitability for particular uses and the general and appropriate trend and character of land, building and population development.

H. That a plan for erosion control and storm water discharge has been approved by appropriate public officials.

SECTION 11.03 CONFORMITY TO APPROVED SITE PLAN.

Property which is the subject of site plan approval must be developed in strict compliance with the approved site plan and any amendments thereto which have received the approval of the Village Zoning and Sidewalk Coordinator. If construction and development does not conform with such approved plan, the approval thereof shall be forthwith revoked by the Zoning and Sidewalk Coordinator by written notice of such revocation posted upon the premises involved and mailed to the developer at his last known address. Upon revocation of such approval, all further construction activities shall immediately cease upon the site, other than for the purpose of correcting the violation. However, the Village Zoning and Sidewalk Coordinator may, upon proper application of the developer and after a hearing, approve a modification in the site plan to coincide with the developer's construction, provided such construction complies with the criteria contained in the site plan approval provisions and with the spirit, purpose and intent of this ordinance.

SECTION 11.04 TERM OF APPROVAL OF SITE PLAN

Approval of the site plan shall be valid for a period of one (1) year after the date of approval. If a building permit has not been obtained and on-site development actually commenced within said one (1) year, the site plan approval shall become null and void and a new application for site plan approval shall be required and obtained before any construction or earth change is commenced upon the site.

SECTION 11.05 AMENDMENT OF SITE PLAN

A proposed amendment, modification or alteration to a previously approved site plan shall be submitted to the Village Zoning and Sidewalk Coordinator for review in the same manner as the original application was submitted and reviewed.

SECTION 11.06 SPECIAL LAND USES

Special Land Uses and activities eligible in a respective zoning district in the Village of Quincy may be permitted only after a site plan review and approval of the Village Council.