

## 11.4 Application and Approval

### A. Application and Site Plan Requirements.

When an *Improvement Location Permit* is required by this Ordinance, an application for an *Improvement Location Permit* shall be filed with the *Director*. Said application shall be on a form prescribed by the Department of Planning and Zoning and accompanied by a site plan consistent with the requirements set forth below.

1. A site plan for a *Single Family Dwelling* or a *Two-Family Dwelling* on a platted *Lot* shall be drawn to scale of not more than 1"=100' showing:
  - a. North arrow;
  - b. Address of the *Lot*;
  - c. Legal description of the *Lot*;
  - d. Names, center-lines and *Right-of-Way* widths of all *Streets, Alleys*, thoroughfares, public ways, water ways, or railroad *Right-of-Ways* abutting or within the *Lot*;
  - e. The location and dimensions of all *Buildings, Structures* or *Improvements* currently existing on the *Lot*;
  - f. *Structures* proposed for demolition should be indicated as such;
  - g. The location and dimensions of all proposed *Buildings, Structures* or *Improvements*, including fences, sheds, paved areas, storage areas, *Parking Areas* (indicate if parking is hardsurfaced). Cross-hatch or shade lightly all proposed *Buildings*;
  - h. Location of any proposed or existing *Driveway* and its width at the property line. (Any connection to an alley must also be indicated);
  - i. The distance from *Lot* lines for all existing and proposed *Buildings, Structures, Improvements* or *Signs* (This distance is measured as a line from the point where the *Building, Structure, Improvement* or *Sign* is closest to the property line. This measurement is taken perpendicular to the property line.);
  - j. The height of the existing and proposed *Buildings, Structures* or *Improvements*; and,
  - k. All other information required by the *Director* for the proper administration of this Ordinance.
2. A site plan for any Commercial, Industrial or Special Exception Use shall be drawn to scale of not more than 1"=100' showing:
  - a. North arrow;
  - b. Address of the site;
  - c. The actual shape, size and dimensions of the *Lot*;
  - d. Area map or sketch to indicate the location of the *Lot*;
  - e. Names, center-lines and right-of-way widths of all streets, alleys, thoroughfares, public ways, water ways, or railroad right-of-ways abutting or within the *Lot*;
  - f. The location and dimensions of all *Buildings, Structures, Improvements* or *Signs* currently existing on the *Lot*;
  - g. *Structures* proposed for demolition should be indicated as such;
  - h. The location and dimensions of all proposed *Buildings, Structures, Improvements* or *Signs*, including fences, sheds, paved areas, storage areas, *Parking Areas* (indicate if parking is hardsurfaced). Cross-hatch or shade lightly all proposed *Buildings*;
  - i. Location of any proposed or existing *Driveway* and its width at the property line. (Any connection to an *Alley* must also be indicated);
  - j. (If applicable) Location, dimensions, and type (e.g. ground, pole, wall) of all *Signs* on the site, existing and proposed. Include separate elevations of proposed *Sign Structures* with all dimensions drawn to scale;

## Article 11.4

### Review: Application and Approval

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- k. The distance from *Lot* lines for all existing and proposed *Buildings, Structures, Improvements* or *Signs* (This distance is measured as a line from the point where the *Building, Structure, Improvement* or *Sign* is closest to the property line. This measurement is taken perpendicular to the property line.);
  - l. The height of the existing and proposed *Buildings, Structures, Improvements* or *Signs*;
  - m. The number of *Dwelling Units* (if applicable) of existing and proposed *Buildings* or *Structures*;
  - n. The current and proposed use to be made of all *Buildings, Structures, Improvements* or lands within the *Lot* (e.g. parking, residence, office, storage);
  - o. Locational Engineering information regarding all utilities to provide service to the *Buildings* or *Structures* on the *Lot*;
  - p. The location and dimensions of all off-street parking and off-street loading facilities;
  - q. The location and dimensions of all fences, walls or other screening and buffering devices;
  - r. Location, size and species of all proposed and existing trees (six (6) inches or larger at four and one-half (4.5) feet above grade) and landscaping;
  - s. Site Data Summary (a text summary in table format describing: square footage of existing and proposed *Buildings*; existing, proposed and required parking; existing, proposed and required loading; proposed and permitted *Maximum Building Height*; accommodation of drainage, sanitary sewer, water and other utility services; legal description; lighting; and landscaping);
  - t. The seal of the registered professional engineer or architect responsible for the site plan; and,
  - u. All other information required by the *Director* for the proper administration and enforcement of this Ordinance.
- The *Director* may waive or relax any of the site plan requirements listed above, as circumstances dictate.
- 3. The site plan shall be attached to the application for an *Improvement Location Permit* when such application is submitted to the *Director* and shall be retained in the Office of the *Director* as a public record.
  - 4. Each application for an *Improvement Location Permit* for a *Building, Structure* or use shall include an application for a *Certificate of Zoning Compliance*.
  - 5. The *Director* may promulgate rules, regulations, and procedures, in addition to those listed herein, as to the form and processing of the applications, site plans, and permits required by this Ordinance.