

**CHAPTER 11 - ADMINISTRATIVE SITE AND BUILDING PLAN REVIEW  
(NEW MULTIPLE DWELLING APARTMENT, COMMERCIAL AND INSTITUTIONAL CONSTRUCTION)**

**SECTION:**

- 11.01: Purpose
- 11.02: General Provisions
- 11.03: Information Requirement
- 11.04: Enforcement
- 11.05: Certification of Taxes Paid

**11.01: PURPOSE.**

The purpose of this Chapter is to establish a formal plan review procedure for new multiple dwelling (apartment), commercial and institutional construction and provide regulations pertaining to the enforcement of site design and construction standards as agreed to by the contractor through their officially submitted plan documents.

**11.02: GENERAL PROVISIONS.**

- A. Plan Required: In addition to other plan requirements outlined in this Ordinance, site and building plans will be required and shall be submitted to and approved by the Zoning Administrator and Building Official prior to the issuance of any building permit.
- B. Planning Commission Review: All building and site plans for new multiple dwelling (apartment), commercial and institutional construction shall be subject to review and approval of the Planning Commission.
- C. Plan Agreements: All site and construction plans officially submitted to the City shall be treated as a formal agreement between the building contractor, owner, and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard or specification without prior submission of a plan modification request to the Building Official for their review and approval.

**11.03: INFORMATION REQUIREMENT.**

The information required for all site and building plan review applications generally consists of the following items, and shall be submitted unless exempted by the City:

- A. Site Plan: A site plan of the subject property (in some instances a certificate of survey prepared by a licensed land surveyor may be required as deemed necessary by the Zoning Administrator and/or City Engineer), depicting the following, as applicable:
  - 1. Location of all buildings on lots including both existing and proposed structures.
  - 2. Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.
  - 3. Location and number of existing and proposed parking spaces.
  - 4. Vehicular circulation (area and on site).
  - 5. Architectural elevations (type and materials used on all external surface).
  - 6. Location and type of all proposed exterior lights.
  - 7. Curb cuts, driveways, number of parking spaces and loading areas.
  - 8. Site plan details such as trash receptacles, screening etc.

B. Dimension Plan:

1. Lot dimensions and area.
2. Dimensions of proposed and existing structures.
3. "Typical" floor plan and "typical" room plan.
4. Setbacks of all existing buildings and structures located on property in question.
5. Proposed setbacks of future buildings or structures.
6. Sanitary sewer and water plan with estimated use per day.

C. Grading Plan:

1. Existing contours.
2. Proposed grading elevations.
3. Drainage configuration.
4. Storm sewer catch basins and invert elevations.
5. Spot elevations.
6. Proposed road profile.

D. Landscape Plan:

1. Location of all existing trees, type, diameter, and which trees will be removed.
2. Location, type and diameter of all proposed plantings.
3. Location and material used for all screening devices.

**11.04: ENFORCEMENT.**

The Zoning Administrator and Building Official shall have the authority to order the stopping of any and all site improvement activities, when and where a violation of the provisions of this Chapter has been officially documented.

**11.05: CERTIFICATION OF TAXES PAID.**

Prior to approving an application for plan review, the applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the application relates.