

S-District Site Plan Review Application Form

City of Bowling Green - Planning Department

Property Owner:

Name _____

Project Location:

Address _____

Address _____ Lot Number(s) _____

Applicant Name _____ Applicant Phone Number _____

Applicant Address _____

Applicant Email _____

Describe Proposed Project and Use _____

Are Waivers Requested? Yes or No ***IF YES, ATTACH LETTER***

Applicant Signature _____ Date _____

Zoning Classification of Property (Circle): **S-1** Planned Residential **S-2** Planned Commercial
S-3 Planned Institutional **S-4** Planned Industrial **S-5** Planned Residential (Limited)

OFFICE USE

Fee Paid (\$300) Date _____ Check or Cash (circle) Staff Initials _____

STAFF APPROVALS:

CITY ENGINEER _____ DATE _____

PUBLIC WORKS DIRECTOR _____ DATE _____

ELECTRIC SUPERINTENDENT _____ DATE _____

UTILITIES DIRECTOR _____ DATE _____

FIRE DIVISION _____ DATE _____

PLANNING COMMISSION (after site plan is deemed compliant by Planning Department)

First Meeting: _____

Public Hearing: _____

Date Approved: _____

PLANNING DIRECTOR _____ DATE: _____

NOTES: _____

§ 150.40 S-1, S-2, S-3, S-4, AND S-5 PLANNED DEVELOPMENT.

(A) *Purpose.* Special districts shall be used to preserve or to create areas with specific functional needs. These functional needs shall include the following.

(1) Residential areas designed for special population groups or housing types. Flexibility in design to create a sound living environment in districts containing multiple-family housing, housing for the elderly, student housing, public housing, and the like, is encouraged.

Commercial and institutional services may be incorporated into the district.

(2) Commercial areas, whose individual activities can be designed to relate functionally to each other, to provide adequate parking and circulation, and to provide adequate points of ingress and egress while protecting adjacent activities from adverse effects of the district. Such areas may incorporate commercial activities and residential activities.

(3) Public and institutional activities which can, by orderly location and arrangement of facilities, be more efficient, more accessible to the public, and can promote higher quality of visual and functional design.

(4) Industrial and technical center activities which can, by orderly location and arrangement of facilities, be more efficient and promote a higher quality of visual and functional design and can in an imaginative way include sections devoted to commercial activities and residential activities, all designed to provide adequate points of ingress and egress and to protect each part of the area from adverse effects of the other parts.

(B) *Plan required.* Any authorized agency of the municipal, county, state, or federal government, or the owner or owners of any tract of land may submit an application to the Planning Commission for establishment of a district contained in this section and the uses and purposes set forth. The application may be accompanied by the site plan set forth in this provision and may be approved at the same time as the zoning change to establish the district. The procedure for zone change shall be the same as for any other district, but either at the time the zone change is requested from the Planning Commission or at such later time. Before a zoning certificate is issued for new construction, alterations, or change of use, the site plan must be approved as set forth in this section.

(C) The S-District site plan submitted shall be composed of the following elements and subject to the following conditions.

(1) The site plan shall consist of the location and design of all buildings, drives, and parking areas. Shown on the plan shall be all building heights, setbacks, and screening as proposed.

(2) A traffic and circulation plan shall show the location and design of all entrances and exits to the site, circulation drives, and parking areas, showing **the number of proposed parking spaces. Counts of traffic on all streets adjoining the site shall be listed and a forecast of traffic volumes generated by the site shall be made by competent experts.**

(3) **All setback, screening, and bulk-density requirements may** be modified if approved by the Planning Commission.

(4) Within the limits of the site, buildings may be placed anywhere and not subject to the limitations of the number of buildings stated in § 150.18.

(5) The site shall have adequate access from public thoroughfares and shall provide interior circulation and access to buildings and parking areas. The design and location of driveways, access points, building locations, and parking spaces shall be subject to the review and approval of the zoning inspector and city engineer.

(6) The site shall drain surface water to an approved watercourse or pipe enclosure as reviewed and approved by the Public Works Director and the Utilities Director.

(D) Fees. In order to partially defray the costs of processing an S-District site plan a fee of \$300 must accompany the site plan. This fee is non-refundable and will be deposited in the general fund.

(E) S-District site plan requirements.

- (1) Site bench mark. This shall meet the requirements of § 12.02 of these Codified Ordinances.
- (2) Existing elevations on site and on adjacent properties. This information shall be sufficient to indicate directions of drainage flow.
- (3) Proposed elevations.
 - (a) Finished grade at proposed building.
 - (b) Parking areas, drives, and alley improvements.
 - (c) Finished elevation and location of all grade changes of public sidewalks.
- (4) Locations and sizes of all existing utilities (electric, natural gas, communication, water lines, storm sewers, and sanitary or combination sewers) and appurtenances thereto.
- (5) Locations and sizes of any existing water and sewer service connections.
- (6) Locations, sizes, types of material, and elevations of proposed sewers and water lines.
- (7) Locations of the proposed tie to the electric system, electric service, and electric load.
- (8) Locations of proposed natural gas and communication lines.
- (9) Drawings shall show all right- of-way lines, property lines, and easements.
- (10) All drawings must be prepared on reproducible paper.
- (11) All plans shall be drawn to engineer's scale, not to exceed 1 to 100.
- (12) The drawing shall be prepared by a registered engineer or architect. The name of the engineer or architect shall be included on the drawing. The name of the surveyor shall also be included.
- (13) All parcels of land intended to be dedicated or temporarily reserved for public use, or reserved in the deeds for the common use of property owners shall be indicated.
- (14) The layout of proposed streets, alleys, and easements as well as the location and accurate dimensions of proposed lots shall be included.
- (15) All drawings must include a north arrow and legend that indicates existing and proposed electric, sewers, waterlines, and elevations.
- (16) A note shall indicate that all construction and materials shall meet the requirements of the city.
- (17) The project plan set submitted in an electronic format compatible with the city's computer assisted drawing program. The electronic copy shall be provided on a CD or other media acceptable to the city.
- (18) Completed stormwater pollution prevention plan forms as required by the storm design requirements of the city.
- (19) Plans and calculations addressing storm detention, water quality volume, and storm sewers.
- (20) Submission of the site plan shall be made to the Planning Department. Once approved by the Planning Department, the completed site plan shall be forwarded to the Planning Commission.

(21) After final approval by the city, the developer must supply the city with six prints of the final drawings. Two approved sets of plans will be returned to the applicant and the applicant shall keep one set of approved plans on-site during construction.

§ 150.41 REVIEW AND APPROVAL OF SITE DEVELOPMENT PLAN.

(A) Application for establishment of a special district zone shall be in accordance with the procedures set forth in §§ 150.110 through 150.112.

(B) Once a plan is deemed compliant by the Planning Department, the Planning Commission shall schedule a public hearing on the site plan at its next meeting, with notice of the hearing mailed by first class mail at least 20 days before the date of the public hearing to the owners of the property within, contiguous to, and directly across the street from such parcel or parcels to the address of such owners appearing on the County Auditor's current tax list or Treasurer's mailing list. Planning Commission may request modifications to the site plan, although such requests are not binding. The Planning Commission shall approve the site plan at the conclusion of the public hearing.

(C) Even though special district zoning has been approved for a site, no zoning certificate shall be issued for improvements or construction until approval of the site development plan by the Planning Commission.

*****This is not approval of the zoning permit. Site plan must be approved by Planning Commission first.**