

§ 156.108 SITE PLAN REVIEW REQUIRED.

(A) *Review scheduling.* For all land use applications or permit applications for commercial or industrial structures, a site plan review is required by the Planning and Zoning Commission. Application materials must be submitted at least five business days before the Planning and Zoning Commission meeting to be considered at the meeting. If staff determines that the application is complete, it will be placed on the agenda.

(B) *Submittal requirements.*

- (1) Boundary survey of parcel including identification of all monuments;
- (2) Scaled location of all buildings, structures, driveways, sidewalk, trails, parking stalls and curbing;
- (3) Scaled identification of all setback dimensions from property lines;
- (4) Scaled locations of all existing and proposed utilities and easements;
- (5) Scaled depictions of floor plans for each story;
- (6) Scaled depictions of each building elevation and descriptions of exterior building materials and color schemes;
- (7) Scaled site grading plans, including erosion and sedimentation control mechanisms and procedures;
- (8) Scaled delineations of any shoreland, floodplain or wetland areas on the site;
- (9) Identification of any floodplain or wetland encroachments and detailed mitigation plans;
- (10) Detailed landscape plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation systems; and
- (11) Detailed descriptions of any site fencing, including type, location and height. All plans shall be dated and bear the preparer's name(s), including professional registrations or certifications when appropriate or required.

(C) *Review requirements.*

- (1) For actions that will require city review, applicants shall submit three sets of site plans with a required application form and appropriate fees to the Administrator for distribution. The City may also require that plans be submitted in an acceptable

electronic format. Site plans will be evaluated for consistency with documentation requirements. Upon acceptance of the application, site plans will be distributed to the appropriate city entity for review and recommendation.

(2) Action to approve, modify or deny site plan applications will be based upon consistency of the application with the city's comprehensive plan, zoning chapter, other policies and official controls and the compatibility of the proposed action with existing area land uses, existing area investments and neighborhood character, capacity of public streets and utilities and future planned land uses.

(D) *Exceptions.* The city may waive certain submittal requirements for residential variance applications, when it is determined that submittal requirements are not applicable or are not necessary to complete a review of the proposed action. The city may also waive certain submittal requirements for other actions, when site plan information for the subject property has previously been submitted to the city and may be more appropriately supplemented with new information.

§ 156.109 FINAL GRADING AND LANDSCAPING.

Lots in all districts shall be subject to the following:

(A) No occupancy permit shall be issued until the lot upon which the structure is constructed is brought to finished grade as specified except during inclement weather an escrow shall be deposited with the city as approved in the fee schedule; and

(B) Prior to issuance of the occupancy permit, the lot shall be landscaped in a manner which prevents erosion due to wind or water. Extensions may be granted at the Building Official's discretion