
SECTION 1103.00 ZONING ADMINISTRATION.

1103.07 SITE PLAN REVIEW.

1103.07 SUBD. 1. REQUIREMENTS.

The City Council declares it necessary and appropriate to require site plan approval of development in certain zoning districts to preserve and promote attractive, well-planned stable urban conditions. This includes all proposed multiple-family buildings (three (3) or more units), commercial developments, industrial developments and all proposed developments in the Flood Plain District. Site plan approval by the City Council must be obtained before a building permit is issued. True and accurate representation of the following requirements are the responsibility of the applicant.

1. Application for Site Plan Approval.

Applications for Site Plan Approval shall be on a form provided by the Zoning Administrator and shall include the fee as set by City Council resolution. The application and copies of the site plan shall be submitted to the Zoning Administrator. In all cases, the Site Plan shall contain:

- A. Name of project.
- B. Location of project, including a vicinity map.
- C. Name and mailing address of developer/owner.
- D. Name, telephone number, and mailing address of the project engineer and/or architect.
- E. Date of plan preparation.
- F. North point and graphic scale.
- G. Boundary line of project site with dimensions. All site plans shall be drawn at an engineering scale (e.g. 1"=40').
- H. A Registered Land Survey if deemed necessary by Zoning Administrator.

The site plan shall also contain the following features, both existing and proposed, drawn by a Registered Engineer, Architect, Landscape Architect and/or Land Surveyor:

- 1. Topographic contours at a minimum interval of (2) two feet.
- 2. Adjacent and on-site streets and street rights-of-way. Any access onto County or State roads must be approved by such authority prior to City Council approval.
- 3. Utilities and utility right-of-way easements, man-hole rim elevations and pipe elevations and sizes.
- 4. Buildings, signs and light poles.
- 5. Parking and loading facilities.
- 6. Surface water collection and conveyance features including arrows indicating the direction of surface water flow over the map of proposed contours.
- 7. Surface water ponds, ditches and wetlands.
- 8. Sidewalks and trails.

9. The location of tree cover, including the designation of trees of fifteen (15) inches in diameter or more.
10. Fences and retaining walls.
11. Shielded exterior refuse collection areas.
12. Landscaping, including species and minimum size (refer to Section 1107.03 Screening and Landscaping).
13. Traffic flow on- and off-site.
14. Height above mean sea level of buildings.
15. Project data including square footage of buildings and number of parking spaces.
16. A description of proposed exterior finish materials.
17. The current zoning of the property and a listing of all required federal, state, and city permits and the status of such applications.

The Zoning Administrator may require the developer to submit the following items if he or she feels that they are important for adequate understanding of the project by the Planning Commission, City Council and/or public:

- a. Aerial photograph(s) of the site.
- b. Cross-section drawings.
- c. Perspective sketch(es).
- d. A professional analysis of traffic impact or other infrastructure impact (e.g., storm sewer, water, sanitary sewer).

2. Review and Recommendation.

In considering applications for Site Plan Approval under this Ordinance, the Zoning Administrator, Planning and Zoning Commission, Design Review Committee and City Council shall consider the following:

- A. How the site plan relates to conditions both on and off the site.
- B. Conformance with the Belle Plaine Comprehensive Plan.
- C. The impact of the site plan on the existing and anticipated traffic and parking conditions.
- D. Building location and height.
- E. Sanitary sewer, water, and drainage conditions, landscaping, lighting, open space, signage, setbacks, and related matters.
- F. The design guidelines as outlined in the Belle Plaine Design Manual. (*Ord. 08-06, Section 1103.07 Subd. 1, Adopted October 20, 2008.*)

3. Developer's/Builder's Agreement.

Prior to issuing a building permit, the Zoning Administrator may require the developer/builder to sign an agreement with the City which assures that particular elements of the Site Plan approval application, either proposed by the applicant or imposed by the City Council, shall be carried out. The City Council may require the applicant to provide a performance bond or irrevocable letter of credit to ensure that certain improvements are implemented.