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## PROCEDURE FOR SITE PLAN APPROVAL

Chapter 1115.09 of the Sidney Zoning Code authorizes the site plan review process. Its intent is to protect the health, safety and welfare of the public by ensuring better development through the review and approval of site plans relating to the layout, design and construction of buildings and site development. It allows applicable City personnel to concurrently review development plans, which ensures a more expedient and precise review process.

### **When Required**

A site plan shall be submitted to the City for approval of:

- a) Any new construction, or addition, of any principally or conditionally permitted use, except single-family and two-family dwellings.
- b) Any development or expansion of the site, including parking facilities, accessory buildings, exterior tanks, coolers, etc.

### **Procedure for Review of Plan**

- 1) Obtain and complete an Application for Site Plan Approval and submit with five (5) hardcopies of required plans or a PDF document to the Community Development Department. Please contact the Community Development Department to ascertain whether your plan set can be submitted electronically. **Submittals must meet the size and scale requirements listed in Contents of Plan.**
- 2) Complete applications will normally be reviewed within five working days. In any case, the review will be completed within ten working days from the submittal of the site plan.
- 3) Site plan review will be conducted by the Community Development Director and other administrative personnel and technical personnel as may be deemed necessary to properly evaluate a proposed plan.
- 4) After the review has been completed, the Community Development Department shall, within two working days, provide the applicant a written list of comments that need to be addressed, prior to the approval of the site plan. If there are no changes, comments or conditions required, then the site plan permit will be issued.
- 5) Depending on the type and quantity of required changes, such changes may be in the form of revision(s) to the plans, or written correspondence sufficiently acknowledging the required changes and/or describing the means by which those required changes will be accomplished.
- 6) Required changes must be submitted by the process described in sections 1 and 2 above. Review of required changes will occur by the process described in Sections 3 and 4 above.
- 7) Any required utility tap fees, assessments and reimbursements must be satisfied prior to site plan approval.
- 8) Upon staff review of the required changes, if there are no additional changes, comments or conditions other than those pertaining to performance surety, public improvement construction or obtaining other State and local permits, then the site plan permit will be issued.

### **Contents of Plan**

A site plan shall be drawn to a scale of at least one inch equals 100 feet and standard sized, no larger than 24 x 36 inches and no smaller than 11 x 17 inches. The site plan must contain the following:

- a) The accurate dimensions and size of the site area, as well as the topography of the site and immediately adjoining lands, at two-foot intervals;
- b) The locations and dimensions of all existing and proposed streets, courts and pedestrian walkways within and abutting the site, as well as the location, size and means of ingress and egress of all off-street loading and parking areas. The location and arrangements of the parking areas and access shall also be shown, and the means of defining parking areas and access lanes by means of curbs, bumper blocks, railroad ties or other physical obstructions, or other methods approved by the City Engineer, shall be illustrated. All proposed signs shall be shown, detailing location, dimensions, height and, where applicable, verbiage;

- c) The location, size and height of all existing and proposed buildings and structures within the site and on adjoining lands, as well as the existing or proposed use of such buildings or structures, including the number, type and floor area of commercial uses to be accommodated in each;
- d) A complete utilities plan, delineating applicable electric, gas, telephone, cable television, water and sanitary sewer services, and showing current and proposed connection sizes to existing service lines, and their relationship to existing and proposed easements. Such plans shall comply with all applicable City engineering specifications;
- e) The location, size and type of fire hydrants; building plans; fire suppression system plans; Fire Department access areas; and fire lane signage. Such plans shall comply with State and local Building and Fire Codes and shall be approved by the Fire Chief (or authorized representative).
- f) A grading and drainage plan to illustrate the proposed grading of the site and methods used to comply with City engineering stormwater runoff, erosion and sediment control specifications;
- g) A landscaping plan showing the location and types of screen planting, buffer areas, man-made screening and other features which shall enhance the site;
- h) An exterior photometric lighting plan showing all structures, traffic areas, vegetation that could interfere with lighting, adjacent uses, and a layout of the proposed fixtures by location, orientation, aiming direction, mounting height, and type.
- i) The proposed internal vehicular circulation of access roads delineated and related to connections with public streets. Existing and proposed traffic patterns and volumes and the anticipated effect on existing public streets serving the site shall be provided for City engineering review. Complexes shall provide curb or other types of internal access lane separations for parking spaces to assist in internal circulation and parking area delineations;
- j) Delineation of the division of the development into sections if staged construction is contemplated, as well as which parking areas and other improvements shall be provided for each stage of development; and
- k) Proposed complexes designed for condominium, cooperative or other multiple ownership arrangements, indicating proposed individual, joint or common ownership areas to assure maintenance and operation of common features, such as lighting and parking facilities. Any arrangements requiring subdivision approval shall also be subject to Chapter 1161.

### **Additional Requirements for Industrial Discharges**

The Site Plan Approval process does not relieve a proposed industrial discharger from complying with the City's Industrial Wastewater Discharge requirements, as regulated by Chapter 913 of the Sidney Code of Ordinances. In addition to the Plan Review Process, the proposed industrial discharger shall submit (if a new industry) an Industrial Data Disclosure Form in anticipation of issuance of a Discharge Permit. Any existing industry that is expanding shall request a Modification to the Industrial Discharge Permit. Such applications can be made through the City's Public Works Director.

### **Variances**

- a) Where strict application of any provision of this chapter could result in undue hardship upon the owner of specific property other than financial hardship, the Zoning Board of Appeals, upon receipt of a request by such owner, may modify such strict application or interpret the meaning of this chapter so as to relieve such hardship. However, such modification and interpretation shall remain in harmony with the general purpose of the Zoning Code, so that the public health, safety, convenience, comfort, prosperity or general welfare will be conserved and substantial justice done.
- b) Further information is available on the City of Sidney website at <https://www.sidneyoh.com/190/Forms-Permit-Applications>

**Amendments and Revisions of Plans**

All amendments or revisions to approved site plans shall be referred to the Administrator, who shall make a determination as to whether the amendment or revision is or is not consistent with the intent of the approved site plan. Amendments or revisions that are determined to be inconsistent with the approved site plan shall be resubmitted for appropriate review.

**Time Limitation of Plan Approval**

Section 1309.07 of these Codified Ordinances shall govern all approved site plans; construction must commence within six months of plan approval and be completed within two years of plan approval. All other provisions of Section 1309.07, including time extension allowances, shall also apply to site plans.

**Fees**

The fee for site plan review is \$77.25 + \$1.05 per 100 square feet of floor area; \$1,000.00 maximum. Review that does not involve additional floor area is charged a flat fee of \$77.25. This fee is in addition to required City utility fees charged by the Utilities Department, Engineering fees for curb cuts/driveway openings, and any building permit and inspection fees charged by Miami County Building Department.

**Questions During the Application Process?**

If you have any questions or need assistance in the application process, please contact:

Community Development Director, Barbara Dulworth

Phone: (937) 498-8131

E-mail: [bdulworth@sidneyoh.com](mailto:bdulworth@sidneyoh.com)

**Questions During the Review Process?**

Questions during the review process may be referred to the following applicable City staff:

City Planner, Tim Hurysz

Phone: (937) 498-8166

Deputy Fire Chief, Dallas Davis

Phone: (937) 498-8186

Public Works Director, Jon Crusey

Phone: (937) 498-8141

Engineering Supervisor, Chad Arkenberg

Phone: (937)498-8140

**Building Permit & Inspection**

Arrangement for submission of plans for building permits and inspections required in addition to the City site plan review are the responsibility of the owner. Information concerning permits and inspections can be obtained from the Miami County Building Department. Phone: (937) 440-8121