

Sec. 22-59. - Major and minor site plan application.

(a) Major Site Plans

(1) General. A Major Site Plan is one which is:

- a. A residential project which exceeds 50 total dwelling units, or
- b. A non-residential or mixed-use development over 50,000 square feet in area, or
- c. A public or private institutional development exceeding one acre in land area.

(2) Pre-application conference required. Prior to filing for Major Site Plan review, the developer and/or consultant shall meet with the City Planning Department, and any other relevant departments, to discuss the development review. No person may rely upon any comment concerning a proposed development, or any expression of any nature about the proposal made by any participant at the pre-application conference as a representation or implication that the proposal will be ultimately approved or rejected in any form.

(3) Submittal requirements.

a. Application. Application forms for any Site Plan review shall be available from the City Planning Department. A completed application shall be signed by all owners, or their agent, of the property subject to the proposal, and notarized. Signatures by other parties will be accepted only with notarized proof of authorization by the owners. In a case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's office in the corporation. The completed application form shall be accompanied by appropriate review fees, a vicinity map, a Site Plan, and by any other information required by the City Planning Department.

b. Vicinity map. The vicinity map shall indicate the general location of the site, abutting streets, existing utilities, complete legal description of the property in question, and all adjacent land uses.

c. Site Plan. A Site Plan shall include, at minimum, the following:

- i. Name, location, owner, and designer/consultant of the proposed development.
- ii. Present zoning for subject site.
- iii. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
- iv. Date, north arrow, and graphic scale not less than one inch equal to 50 feet.

- v. Area and dimensions of site.
- vi. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
- vii. Access to utilities and points of utility hook-up.
- viii. Location and dimensions of all existing and proposed parking areas and loading areas.
- ix. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffer areas).
- x. Location and size of any lakes, ponds, canals, or other waters and waterways.
- xi. Structures and major features fully dimensioned including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines, and percent of property covered by structures.
- xii. Location of dumpsters with details of any enclosures.
- xiii. For residential, hotel, motel, bed & breakfast, and mobile home park Site Plans:
 - 1) Tabulation of gross acreage.
 - 2) Tabulation of density.
 - 3) Number of dwelling units proposed.
 - 4) Location and percent of total open space and recreation areas.
 - 5) Percent of lot covered by buildings.
 - 6) Floor area of dwelling units.
 - 7) Number of proposed parking spaces.
 - 8) Street layout.
 - 9) Layout of mobile home stands (for mobile home parks only).
 - 10) Stormwater management plan.

(4) Technical Review Committee. Once review has been completed, the City Planning Department shall then route the application to each reviewing department and other agencies that are part of the Technical Review Committee or are determined necessary for intergovernmental review. Each reviewer shall then submit written comments to the City Planning Department by the Technical Review Committee's meeting date. The Technical Review Committee shall be held on the third Thursday of each month where comments from reviewing departments and other agencies shall be used to determine whether the application complies with

the requirements of this Code or if revisions or additional information is needed in order to proceed.

(5) Planning Board. Once the City Planning Department has determined the application is ready to proceed, the Department will prepare a staff report and recommendation for consideration by the City Planning Board. Notice of the public hearing shall be consistent with Section 22-143 of this Chapter.

(6) City Commission. The City Planning Department will prepare a staff report and recommendation for consideration by the Planning Board. The Planning Board may choose to approve, with or without conditions, deny, or table the item. In no case, however, may a Major Site Plan proceed to City Commission without action from the Planning Board. Notice of the public hearing shall be consistent with Section 22-143 of this Chapter.

(7) City Commission public hearing.

a. At the public hearing, the City Commission shall hear from all interested parties regarding whether the Major Site Plan Application complies with the requirements of this Code. The City Commission shall consider the application, the written comments of each responding department and agency, the compliance recommendation of the City Planning Department, and the comments presented to the Planning Board and City Commission.

b. The City Commission may choose to approve the Major Site Plan, with or without conditions, deny the Site Plan, withdraw the Site Plan, or continue the public hearing.

c. During the public hearing, the City Commission may decide that additional information is necessary to complete its review and may continue the public hearing for this purpose. A continuance shall be to a time certain and shall be announced at the public hearing. Not more than one continuance shall be granted for this purpose.

(b) Minor site plan

(1) General. A Minor Site Plan is one which is:

a. A single-family, duplex, triplex, townhouse, multi-dwelling building, manufactured home, or multi-family residential project of between 2 and 49 units, inclusive, or

b. A non-residential or mixed-use development under 50,000 square feet in area, or

c. A public or private institutional development less than one acre in land area.

(2) Pre-application conference. Prior to filing for Minor Site Plan review, the developer and/or consultant shall meet with the City Planning Department, and any other relevant departments, to discuss the development review. No person

may rely upon any comment concerning a proposed development, or any expression of any nature about the proposal made by any participant at the pre-application conference as a representation or implication that the proposal will be ultimately approved or rejected in any form. The Planning Director may have the option to waive the pre-application conference for any Minor Site Plan Application.

(3) Submittal requirements. Application forms for a Minor Site Plan review shall be available from the City Planning Department. A completed application shall be signed by all owners, or their agent, of the property subject to the proposal, and notarized. Signatures by other parties will be accepted only with notarized proof of authorization by the owners. In a case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's office in the corporation. The completed application form shall be accompanied by appropriate review fees, a vicinity map, a Site Plan, and by any other information required by the City Planning Department. The vicinity map and Site Plan shall be submitted in compliance with Section 55-58(a)(3) of this Chapter.

(4) Technical Review Committee. Once review has been completed, the City Planning Department shall then route the application to each reviewing department and other agencies that are part of the Technical Review Committee or are determined necessary for intergovernmental review. The Minor Site Plan Application shall be reviewed consistent with Section 55-58(a)(4) of this Chapter.

(5) Action on Minor Site Plan. The City Planning Department shall determine if the Minor Site Plan is either in compliance or not in compliance with City Code and ready to proceed.

a. If in compliance, and there are no outstanding documents, actions, or information needed, the Minor Site Plan shall be deemed approved.

b. If not in compliance, the Planning Director shall specify the reasons therefore, how the application may be brought into compliance, and convey this information to the applicant. Within 180 days of said conveyance the applicant may submit documents, actions, or information to comply with the requirements. In this event, the compliance review recommendation(s) of the Department shall be amended accordingly. If an application does not achieve compliance within the 180 days referenced above, the entire application shall be void.