

**ARTICLE 8
SITE PLAN REVIEW REQUIREMENTS**

SECTION 8.1 DEVELOPMENTS SUBJECT TO SITE PLAN REVIEW

The requirements of this Article shall apply to all developments, *except* for the following:

1. Developments subject to the Planned Development procedure (see **Article 4, Section 14.18**).
2. Developments subject to Special Use Permit approval (see **Article 9**).
3. Detached single-family and two-family dwellings located on individual lots, including accessory structures.
4. Multiple-family dwelling developments containing less than ten (10) dwelling units or less than two (2) buildings.
5. Additions to non-residential buildings, or new accessory non-residential buildings, when the addition or new accessory building is less than twenty-five (25) percent of the existing principal building and the addition or new accessory building does not exceed 5,000 square feet in gross floor area; no new curb cuts are required; and when such new construction does not reduce existing parking or significantly modify existing on-site circulation as determined by the Enforcement Officer.
6. Canopies constructed over existing walkways, loading docks, or pump islands, where such new construction does not reduce existing parking or significantly modify existing on-site circulation as determined by the Enforcement Officer.

The above exceptions to site plan review in no way relieves any other requirements for submission of plans as may be required by the Jacksonville Building Code or other regulations requiring certain plans.

SECTION 8.2 SITE PLAN SUBMITTAL REQUIREMENTS

The site plan shall contain the following information:

1. Name, address, and telephone number of the property owner and, if different, the person or firm submitting the plan (may be submitted on a separate sheet).
2. Location map of the property in question (may be submitted on a separate sheet).
3. North arrow and plan scale. The plan scale shall be one inch equals twenty feet (1" = 20') to one inch equals fifty feet (1" = 50') in any increments of ten (10) feet on one or more sheets not less than eight and one-half inches by eleven inches (8-1/2" x 11") or greater than thirty-six inches by forty-eight inches (36" x 48") in size. The Enforcement Officer may authorize a different plan scale, so long as the scale is in ten (10) foot increments and the resulting site plan clearly shows the information required herein.
4. Out-boundary of the lot, including all dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the lot. Also include the lot number and subdivision name, if applicable.

5. The area of the lot in square feet or acres to the nearest tenth of an acre.
6. Delineation and identification of all easements (existing and proposed).
7. The zoning district classification of the lot and of adjacent parcels, where different than the site.
8. Delineation of existing buildings, to be retained and proposed buildings. Also indicate the proposed use of the building(s) and the distances, in feet, from the lot lines and right-of-way line(s).
9. Delineation of minimum building setback requirements.
10. A tabulation of the number of multiple-family dwelling units by number of bedrooms, if applicable.
11. Delineation of off-street parking spaces, including itemization of the number of spaces required and proposed. Also indicate typical dimensions for parking stalls, circulation aisle widths, parking bay widths, angle of stalls, and location and dimensions of handicapped parking stalls.
12. Delineation and dimensions of existing and proposed type of pavement and curbing, including the location of existing and proposed curb cuts. Also indicate right-of-way line of streets abutting the site.
13. Grading, storm drainage and erosion control plans, in accordance with the requirements of City of Jacksonville, I.D.O.T. and any other applicable regulation.
14. The approximate location and size of existing and proposed sanitary and storm sewers, culverts, water mains, and other underground utilities.
15. In situations where landscaping and/or screening is required by this ordinance (see **Article 5, Section 5.8**), provide a landscape plan showing existing and proposed landscaping, including the name and size of plant material. Also, provide plans and elevation details of any man-made screening material as may be required by this ordinance (e.g., required fencing between residential and non-residential uses, and required screening of mechanical equipment and trash disposal containers).
16. Location, type, dimensions and size of all signs associated with the proposed development (see **Article 7**).
17. Provide an exterior lighting plan for all parking and common pedestrian areas.
18. Topography of the project area with contour intervals of five feet or less, unless waived by the Plan Commission as clearly unnecessary to review of the project.
19. Storm water run-off and detention
 - a. A detention facility and controlled release of storm water run-off shall be required for developments subject to site plan requirements.
 - b. The detention facility shall be designed and calculated on the basis of the 100 year frequency rain fall, in accordance with the Illinois Department of Transportation Drainage Manual. The plans for such facility shall be sealed by and Illinois professional engineer

- c. The detention facilities required by this Sub-section shall be constructed so that the rate of release of storm water shall not exceed either (1) the storm water run-off rate from the tract in its existing state, or (2) the prorated capacity of existing downstream storm sewers or streams.
- d. The volume of detention required by this Sub-section shall be necessary to handle the run-off of a 100 year frequency rate rain fall, for any and all durations, from the fully developed drainage are tributary to the detention facility, less that volume discharged during the same duration.
- e. The maintenance adoption of any detention facility required by this Sub-section shall be the responsibility of the owner of the real estate which the facilities is located, and he shall do so in compliance with the plans approved by the Plan Commission prior to construction of the facility, and in compliance with the ordinances of the City. If the owner fails to maintain the detention facility, then the City, (1) may institute an action for injunction relief, to require the owner so to maintain the facility, or (2) may take the necessary actions to maintain the facility and shall be authorized to institute any legal proceedings necessary to recover from the owner the sums of money expended by the City in so maintaining the detention facility.
- f. The Plan Commission shall have the authority to approve a site plan without a detention facility when presented with evidence that the following conditions are met:
 - 1. An out-fall sewer with adequate available capacity to take the design flow without detention is available or is to be provided:

Or
 - 2. A downstream retention or detention facility designed to include run-off from the area being developed is available or is to be provided.

Additional information, beyond the requirements listed above, may be requested by the Enforcement Officer or the Plan Commission when such additional information is determined to be necessary for evaluating the proposed development.

SECTION 8.3 SITE PLAN REVIEW PROCEDURES

8.3-1 Site Plan Submission and Staff Review

- 1. Submission by Applicant:

The applicant shall submit 5 copies of the information required by **Section 8.2** to the Department of Inspections and Code Enforcement, at least twenty-one (21) days prior to the Plan Commission meeting date upon which the applicant desires to have the site plan considered by the Commission.

- 2. Completeness of Submittal:

Upon receipt of the site plan and associated information, the Enforcement Officer shall review the documents to determine acceptability for submission. If the Enforcement Officer determines the submittal is complete, then the submittal shall be date stamped.

3. Staff Review:

After the site plan has been accepted for review, the Enforcement Officer shall obtain comments on the site plan, or relevant portions thereof from the Street Superintendent, Utility Superintendent, Fire Chief, and other City staff as appropriate.

- a. Staff may recommend changes to the site plan that would improve the functionality of the proposed development or mitigate any potential adverse impacts of the proposed development on neighboring properties.
- b. The Enforcement Officer shall compile staff comments into a site plan review report and forward it to the Plan Commission. This report shall identify any discovered deficiencies with respect to compliance with this ordinance or other applicable regulations. If the site plan is compliant, the Enforcement Officer shall so note such in its report to the Plan Commission.

8.3-2 Plan Commission Review

In conducting its review, the Plan Commission shall consider the information provided by the applicant and the staff report on the site plan, and determine whether or not the proposed development complies with the provisions of this ordinance.

8.3-3 Plan Commission Action

1. The Plan Commission shall approve, disapprove or conditionally approve the site plan. In approving a site plan, the Commission may impose conditions and restrictions on said site plan to the extent that such conditions or restrictions will ensure compliance with the spirit and intent of this ordinance.
2. If the Plan Commission so acts, it shall specify the specific requirements which must be met before the applicant may be granted final site plan approval and a building permit.
3. The Plan Commission may delegate to the Enforcement Officer the authority to approve the site plan when the Enforcement Officer determines that the prescribed conditions have been met and technical issues, if any, have been resolved to his/her satisfaction.

SECTION 8.4 SITE PLAN CHANGES AND AMENDMENTS

8.4-1 Minor Changes

Minor changes to the approved site plan may be permitted with the express written consent of the Enforcement Officer. No change, which may be authorized under this paragraph, shall cause any of the following:

1. Creation of any situation which would not be in conformance with this ordinance, Appendix C of the Jacksonville Municipal Code, "Subdivision," or other applicable codes or regulations;
2. A change in use or the character of the development;
3. An increase in building site coverage over 5%.

4. An increase in the intensity of use (e.g., an increase in the number of dwelling units);
5. A reduction in approved buffer areas and landscaped areas; or
6. A change in traffic circulation, either on or off-site.

The Enforcement Officer may first seek the concurrence of the appropriate City staff prior to rendering a decision on approving a minor change to the site plan.

8.4-2 Site Plan Amendments

Any changes to the site plan, other than minor changes authorized by the Enforcement Officer, shall require the submission of a new site plan. The procedures for review of a new or revised plan shall be the same as for the initial application.

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