

ARTICLE XXXII

SITE PLAN APPROVAL

SECTION 1 - Purpose: The intent of site plan approval is to further the purposes of these regulations by ensuring that new development is designed in a manner which reasonably protects environmental qualities and property values in the City of Ottawa, and assures adequate management of stormwater and safe vehicular access.

SECTION 1A – Cost: \$200.00. Make checks payable to the City of Ottawa.

SECTION 2 - Applicability: All applications for building permits shall be subject to Site Plan Review in accordance with these Regulations. However, no formal site plan shall be required for additions to existing buildings or uses when such addition does not exceed 10,000 square feet. Site plan shall be reviewed by the Director of Planning and Zoning or his designate and approved by the Site Plan Review Committee (Planning Commission).

Single-Family and two-family dwellings and buildings accessory to single family and two family dwellings shall be exempt from Sections 3 through 6 of this regulation except that lot corners shall be staked by a surveyor licensed by the State of Kansas and the plot plan, including easements, shall be submitted to the Building Inspector for additions and new construction.

Development of Single family and two family subdivisions shall follow the requirements of the Ottawa Subdivision regulations.

SECTION 3 - Application: Each application for site plan approval shall be submitted to the Director of Planning and Zoning signed by the owner of record, or his/her authorized designate of the property in question, accompanied by two (2) copies of the site plan.

SECTION 4 - Authority: Building permits shall not be issued for any use of land or proposed construction in which Site Plan Review is applicable, unless Site Plan Review approval has been granted. Any appeal of the Planning Commission denial or conditional approval of a site plan shall be appealed to the City Commission. The appeal must be filed in the office of the City Clerk within ten (10) working days after the date of said denial.

SECTION 5 - Submission Requirements: The Site Plan shall include the following data, details, and supporting plans which are found relevant to the proposal. All site plans shall be prepared by a registered architect, landscape architect, professional engineer, and/or a registered land surveyor. The number of pages submitted will depend on the proposal's size and complexity. The applicant shall make notations explaining the reasons for any omissions. The Site Review Committee may waive any information requirements determined to be unnecessary to the review of a particular site plan.

Site Plans shall be prepared, on a standard 24" x 30" sheets, with largest scale possible. Items required for submission include:

- a. Name of the project, address, boundaries, date, north arrow and scale of the plan.

- b. Name and address of the owner of record, developer, and name, address and phone number of preparer(s).
- c. All existing lot lines, easements, and rights-of-way including area in acres or square feet.
- d. The location and use of all existing buildings affected and all proposed buildings and structures within the development site. Include all dimensions of building height and floor area, and show all exterior entrances.
- e. The location of all present and proposed public and private ways, driveways, sidewalks, ramps, curbs and fences.
- f. Location of required parking areas including parking stalls, setbacks and loading and service areas.
- g. The location, height, intensity, and type of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties.
- h. The location, height, size, materials, and design of all proposed signage. The sign shall be designed as required in the Zoning Ordinance.
- i. Location, type, and screening details for all waste disposal containers.
- j. A landscape plan showing all existing open space, trees and forest cover to be retained, water sources, and all proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas located on the site, or proposed by the applicant.
- k. The location of all existing and proposed utility systems including:
 - sewer or septic system including manholes;
 - water supply system including fire hydrants;
 - telephone, cable and electrical systems; and
 - storm drainage system including drain lines, culverts, catch basins, headwalls, endwalls, manholes, drainage swales and detention facilities (drawn by a licensed engineer if applicable).
- l. Plans to prevent: (a) the pollution of surface or ground water; (b) the erosion of soil both during and after construction; (c) excessive run-off; (d) and flooding of other properties, as applicable. Said plans shall include stormwater runoff calculations and shall provide for on-site stormwater detention unless otherwise approved by the Site Plan Review Committee based on design standards for post construction runoff which shall not exceed pre-construction runoff for the 100 year and more frequent storms.
- m. Existing and proposed topography shown at not more than two-foot contour intervals and the location of flood plains. All elevations shall refer to U.S.G.S. datum.

- n. Zoning districts adjacent to the site.
- o. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site.

A detailed traffic study may be required for large uses, mixed use and multi-tenant developments, or for developments in heavy traffic areas to include:

- 1. The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;
- 2. The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site; and
- 3. The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels, as well as road capacity levels, shall also be given.

SECTION 6 - Standard of Approval: The Site Plan shall be reviewed by the Planning and Zoning Director, Utilities Director, Public Works Director, Fire Chief, and any other staff determined necessary, and submit comments to the Site Plan Review Committee. If comments are not received within five days, the review committee may proceed without them. The Site Plan shall be approved, or approved with conditions if it is determined that the following criteria are satisfied:

- a. The site is capable of accommodating the building(s), parking areas and drives with appropriate open space and landscape.
- b. Utilities are available with adequate capacity to serve the proposed development.
- c. The plan provides for adequate management of stormwater runoff.
- d. The plan provides for safe and easy ingress, egress and internal traffic circulation.
- e. The plan is consistent with good land planning and site engineering design principles.
- f. An appropriate degree of compatibility will prevail between the architectural design of the proposed building(s) and the surrounding neighborhood.
- g. The plan represents an overall development pattern that is consistent with the Comprehensive Plan and other adopted planning policies.

SECTION 7. - Revisions of an approved site plan: A revised site plan of a previously approved site plan is required to be submitted to the Site Plan Committee when the plan:

- a. Varies the proposed gross residential density or intensity of use by more than five percent (5%) or involves a reduction in the area set aside for common open space, or the substantial relocation of such area, or;
- b. Increases by more than ten percent (10%) the floor area proposed for non-residential use, or;
- c. Increases by more than five percent (5%) the total ground area covered by buildings or involves a substantial change in the height of buildings, or;
- d. Substantially changes the design of plan so as to significantly alter, as determined by the Site Plan Review Committee:
 1. Pedestrian or vehicular traffic flow.
 2. Land uses in relocated positions.
 3. The relation of open space to residential development.
 4. The proposed phasing of construction.

SECTION 8 - Severability Clause: The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Ordinance shall not affect the remaining portions of this Ordinance, or any part thereof.