

Town of Barton
SITE PLAN REVIEW
Application Form

INFORMATION REQUIRED:

The following items *shall* be a part of the Application where applicable:

SITE PLAN REVIEW REQUIREMENTS *(Submitted as Part of Zoning Permit and Special Use Permit Applications):*

The Site Plan(s) and related plans and data shall be submitted to the Zoning Administrator who shall transmit all Site Plan Review Applications and their accompanying Site Plan(s) and related plans and data to the Plan Commission for their review and approval. Fourteen (14) full size copies of said Site Plan shall be submitted with fourteen (14) copies of the Site Plan Review Application. Site Plan(s) submitted with Site Plan Review Applications shall include the following:

- A. Scale and Name of Project. Site Plan drawn to a recognized engineering scale with the name of project noted.
- B. Owner's and/or Developer's Name and Address. Owner's and/or developer's name and address noted on the Site Plan.
- C. Architect and/or Engineer's Name and Address. Architect and/or engineer's name and address noted on the Site Plan.
- D. Date. Date of Site Plan submittal with all dates of revision noted on the Site Plan.
- E. Scale and Site Size. The scale of drawing and the size of the site (in square feet or acres) noted on the Site Plan.
- F. Existing and Proposed Topography. Existing and proposed topography shown at a contour interval of not more than two (2) feet at National Geodetic Vertical Datum of 1929 (mean sea level) noted on the Site Plan. A site grading plan may also be required by the Zoning Administrator and/or Plan Commission.
- G. Soils Data. The characteristics and types of soils related to contemplated specific uses noted on the Site Plan. Soil borings may be required by the Town Engineer, Zoning Administrator, and/or Plan Commission meeting those requirements set forth under Section 20103(B)(3)(b) of the Town of Barton Zoning Ordinance.
- H. Off-Street Parking Spaces, Loading, Ingress and Egress, and Driveway Locations of Adjoining Properties. The total number of off-street parking spaces, loading areas, drives, curb cuts, and vehicular ingress and egress locations to the site.

If the proposed development abuts an existing or planned collector or arterial street or highway, as identified on the Town of Barton Master Plan or component thereof, all driveway locations of all adjoining properties within two hundred (200) feet of the site shall be graphically indicated and dimensioned (with distances and widths noted) on the Site Plan.

- I. Type, Size, and Location of All Structures and Signs. The type, size, and location of all structures and signs with all building and sign dimensions noted on the Site Plan.
- J. Building Height. Height of all building(s), including both principal and accessory, expressed in both feet and stories noted on the Site Plan.
- K. Existing and Proposed Street Names. Existing and proposed street names noted on the Site Plan.
- L. Existing and Proposed Public Street Rights-of-Way or Reservations. Existing and proposed public street rights-of-way or reservations and widths with existing or proposed centerline elevations, pavement type, fire lanes, walks, curbs, gutters, culverts, etc shall be indicated on the Site Plan.
- M. Building and Yard Setbacks. All building and yard setback lines shall be graphically indicated on the Site Plan.
- N. North Arrow. A north arrow shall be indicated on the Site Plan.
- O. Proposed Sanitary Sewers, Storm Sewers, and Water Mains. Existing and general location of proposed sanitary sewers and/or on-site sewage disposal system, storm sewers (including direction of flow), water mains, and fire hydrants. All locations for the proposed connections to such utilities shall be indicated on the Site Plan
- P. Proposed Stormwater Management Facilities. Location of any proposed stormwater management facilities, including detention/retention area(s), and the submission of stormwater calculations which justify the stormwater detention/retention area(s). Said submission shall indicate how the planned stormwater drainage system meets the requirements of the Town's stormwater management plan or other Town stormwater drainage policies.
- Q. "Natural Resource Protection Plan" Required. Location of natural resource features present on the site, as defined in Divisions 4.0100 and 9.0100 of the Town of Barton Zoning Ordinance. A "Natural Resource Protection Plan" meeting the requirements of Division 6.0200 of the Town of Barton Zoning Ordinance shall be submitted with the Site Plan Review Application for Plan

- Commission review and approval. The "Natural Resource Protection Plan" should include any areas of the site where natural resources are to be mitigated and how and where the mitigation is to take place with natural resource protection easements indicated. Copies of any letters of review or permits granted by applicable Federal or State regulatory agencies having jurisdiction over said natural resources shall also be submitted.
- R. "Landscape Plan" Required. Where landscaping as required in Division 6.0300 of the Town of Barton Zoning Ordinance is to be installed on the site, a "Landscape Plan" meeting the requirements set forth in Division 6.0300 of the Town of Barton Zoning Ordinance shall be submitted with the Site Plan Review Application for Plan Commission review and approval.
- S. Site Intensity and Capacity Calculations to be Submitted. The "Site Intensity and Capacity Calculation" worksheets required under Division 3.0500 of the Town of Barton Zoning Ordinance for determining the maximum site intensity, or development capacity, of the site. For residential uses, the maximum number of dwelling units permitted on the site shall be determined based upon the zoning district's maximum density (gross and net), the natural resources present on the site and the level of their preservation, minimum open space ratio, and the residential development option selected. For nonresidential uses, the maximum floor area permitted on the site shall be determined based upon the zoning district's allowable maximum floor area ratio (gross and net), the natural resources present on the site and their level of preservation, the minimum landscape surface ratio, and building height in feet and stories.
- T. Pedestrian Sidewalks and Walkways. The location of pedestrian sidewalks and walkways.
- U. Development Staging/Phasing. A graphic outline of any development staging or phasing which is planned noted on the Site Plan.
- V. Architectural Plans, Elevations, and Perspective Drawings and Sketches. Architectural plans, elevations, and perspective drawings and sketches illustrating the design, character, materials, and dimensions of proposed structures. At this stage of the project review process, said architectural plans, elevations, perspective drawings, and sketches do not need to meet the requirements of Division 6.0400 of the Town of Barton Zoning Ordinance.
- W. "Lighting Plan" Required. A "Lighting Plan" which meets the lighting regulations set forth in Division 5.0400 of the Town of Barton Zoning Ordinance. Said Lighting Plan shall indicate the location, type, and illumination level (in footcandles) of all outdoor lighting proposed to illuminate the site.

- X. Easements. The location of all existing and proposed easements on the site including natural resource protection and mitigation area easements, landscape easements, access easements, utility easements, and all other easements.
- Y. Highway Access. Copies of any letters of review or permits granted by applicable federal, State, or County regulatory agencies having jurisdiction over highway access, if applicable.
- Z. Market Analysis. In the case of a commercial use on a parcel of land greater than thirty thousand (30,000) square feet in area, a market analysis, prepared and signed by an independent market analyst *may* be required by the Plan Commission, containing the following:
 - 1. Trade area.
 - 2. Population of trade area, present and projected.
 - 3. Effective buying power in the trade area, present and projected (in the case of retail).
 - 4. Residual buying power and how it may be expected to be expended in existing business areas serving the trade area.
- AA. Financial Plan for Project Implementation to be Provided. A financial plan for project implementation, acceptable to the Plan Commission *may* be required.
- BB. Project Summary. A written project summary including fiscal impact upon the Town of Barton, operational information, building schedule, and estimate of project value and including all site improvement costs.
- CC. Additional Data May be Required by the Town. Additional data as may be required by the Plan Commission, Zoning Administrator, or Town Engineer to review the Site Plan. Such other data may include the preparation and submittal of detailed traffic impact analyses studies performed by a transportation engineer or fiscal impact analyses studies.
- DD. Planned Unit Development (PUD) Site Plan Requirements in the PUD District. Planned Unit Development (PUD) District Site Plans shall meet those Site Plan requirements set forth in Paragraphs A. through CC. of this Section. In addition to those other Site Plan requirements specified elsewhere in this Section, Planned Unit Development (PUD) Districts shall show all buildings and their use, open space, common open space, recreation facilities, service areas, and other facilities to indicate the character of the proposed development. The submission for proposed developments in PUD Districts shall also include

information and drawings depicting the following:

1. Utilities on and Adjacent to the Property. The location, size, and invert elevation of sanitary, storm, and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone lines, cable television lines, and street lights; direction and distance to and size of nearest water mains and sewers adjacent to the property showing invert elevations of sewers.
2. Zoning On and Adjacent to the Property. The zoning on the property and the zoning of those properties adjacent to the property.
3. Proposed Public Improvements. The location, alignment, and width of any proposed public improvements including highways or other major improvements planned by public authorities for future construction on or near the tract.
4. Open Space. All parcels of land intended for use as open space shall be indicated.
5. General Location and Purpose of Each Building. The general location and purpose of each building proposed for the property shall be graphically indicated on the Site Plan.
6. A Written Description of the Character of the Proposed Planned Unit Development to be Submitted with Site Plan. A written description of the character of the Planned Unit Development and the manner in which it has been planned to take advantage of the flexibility of the Planned Unit Development District regulations.
7. Schedule. A development schedule shall be submitted indicating the following:
 - a. Project Phasing Plan Required. A project phasing, or staging, plan is required indicating when various areas, open space, densities, uses, and public facilities are planned to be developed with each phase or stage. The overall design of each stage shall be shown on the plan and through supporting graphic material.
 - b. Project Phase Dates and Timing of Development. The approximate dates for the beginning and completion of each development phase, or stage, shall be indicated.
 - c. Land Use Schedule Required. If different land use types are to be

included in the Planned Unit Development, the schedule must include the mix or uses to be built in each stage.

8. **Covenants and Deed Restrictions Required.** Written documentation of the proposed agreements, provisions, declarations, deed restrictions, or covenants which will govern the use, maintenance, and continued protection of the Planned Unit Development and any of its common open space.
9. **Density.** Provide information on the density of residential uses and the number of dwelling units by type.
10. **Nonresidential Uses.** Provide information on the type and amount of ancillary and nonresidential uses in the development.
11. **Preliminary Facility Plans Required.** Preliminary plans for the following facilities are required to be submitted as part of the Site Plan submission:
 - a. Roads, including classification, width of rights-of-way, width of pavement, and typical construction details.
 - b. Sanitary sewers (if applicable).
 - c. Storm drainage.
 - d. Water supply system.
 - e. Lighting plan.
12. **Special Studies May be Required.** Fiscal, traffic, or environmental impact studies may be required when deemed appropriate by the Plan Commission or the Town Board.
13. **Engineering Requirements and Specifications.** Engineering requirements and specifications are to be in conformance with the standards set forth in the Town Land Division Ordinance and other accepted engineering standards as determined by the Town Engineer.
14. **Town Land Division Ordinance "Preliminary Plat" Requirements to be Met.** Where the Planned Unit Development involves the division of land, the Site Plan for Planned Unit Development (PUD) developments in the PUD District shall meet all of the requirements of a "Preliminary Plat" for subdivision requirements as set forth in the Town Land Division Ordinance as amended prior to the approval of any PUD.

NATURAL RESOURCE PROTECTION PLAN REQUIREMENTS

(Submitted with a Site Plan Review Application if Natural Resource are Present at the Site):

If natural resource features defined and described in Divisions 4.0100 and 9.0100 of the Town of Barton Zoning Ordinance are present on the property for which a Site Plan review, Planned Unit Development "Concept Plan," or Planned Unit Development "Preliminary Plan" is requested, twenty (20) full size copies of a "Natural Resource Protection Plan" drawn to the same scale as the Site Plan, Planned Unit Development "Concept Plan," or Planned Unit Development "Preliminary Plan" submission shall be submitted. The "Natural Resource Protection Plan" shall show the following:

The "Natural Resource Protection Plan" shall show the following:

- A. Proposed Name. The proposed name of the development.
- B. Location. The location of the proposed development.
- C. Names, Addresses, and Telephone Numbers of the Owners, Subdividers, Lessee and/or Developer. The names, addresses, and telephone numbers of the owners, subdividers, lessee and/or developer(s) of the property and of the designer of the plan.
- D. Date. Date of the "Natural Resource Plan" submittal and all applicable revision dates.
- E. Site Boundary. The boundary line of the site with dimensions and bearings, indicated by a solid line, and the total land area encompassed by the site.
- F. Lot Lines, Right-of-Way Lines, and Easements. The location of all proposed lot lines, right-of-way lines, and easements.
- G. Existing Streets. The location, ownership, widths, and names (if available) of all existing and previously platted streets, rights-of-way, parks, and other public or open spaces located within or adjacent to the subject property.
- H. Easements and Neighboring Property Boundaries. The location and dimensions of all permanent easements and the subject property boundary lines adjacent to the site.
- I. Location and Extent of Existing Natural Resource Features. The location and extent of any existing natural resource features defined and described in Divisions and 4.0100 and 9.0100 and of the Town of Barton Zoning Ordinance.

Each individual resource area on the site shall be graphically shown on the "Natural Resource Protection Plan."

J. Disturbed and Preserved Natural Resource Features. Graphic and numerical illustration shown on the "Natural Resource Protection Plan" of those existing natural resource features that will be disturbed and those that will be preserved and showing on the illustration the area (in square feet or acres) of each existing resource and those areas of resources that are to be preserved. Numerical data may be shown in tabular form with labeled reference to specific areas designated on the "Natural Resource Protection Plan." Any areas of the site where natural resources are to be mitigated and how and where the mitigation is to take place with natural resource protection easements shall be indicated.

K. Method of Natural Resource Preservation. Graphic illustration and notes relating to how those natural resource features, which are to be preserved, will actually be preserved (conservation easements, deed restrictions, protective covenants, etc.).

L. Scale, North Arrow, Contours. A drawing legend containing the scale appropriate to the size of the Site Plan, the date of preparation, north arrow, and designation of existing and proposed contours at a maximum two (2) foot contour interval.

M. Maximum Sheet Size of "Natural Resource Protection Plan." The "Natural Resource Protection Plan" shall not exceed a maximum sheet size as required for the Site Plan, Planned Unit Development "Concept Plan," or Planned Unit Development "Preliminary Plan" whichever is applicable.

N. "Site Intensity and Capacity Calculations" Required. All applicable "Site Intensity and Capacity Calculations" as required under Division 3.0500 of the Town of Barton Zoning Ordinance.

LANDSCAPE PLAN REQUIREMENTS

(Submitted as Part of a Site Plan Review Application for All Landscape and Landscape Easement Areas);

Twenty (20) full size copies of a "Landscape Plan" drawn to the same scale as the Site Plan shall be submitted with the Site Plan

- A. "Landscape Plan" shall be prepared on tracing cloth, or reproducible drafting film, or paper of good quality at a map scale as appropriate and shall show correctly the following information:
- A. Proposed Name. The proposed name of the development.
- B. Location. The location of the proposed development.
- C. Names, Addresses, and Telephone Numbers of the Owners, Subdividers, Lessee and/or Developer. The names, addresses, and telephone numbers of the owners, subdividers, lessee and/or developer(s) of the property and of the designer of the plan.
- D. Date. Date of the "Landscape Plan" submittal and all applicable revision dates.
- E. Site Boundary. The boundary line of the site with dimensions and bearings, indicated by a solid line, and the total land area encompassed by the site.
- F. Landscape Bufferyard Easements and Natural Resource Mitigation Areas. All proposed "Landscape Bufferyard Easements" and/or areas of natural resource mitigation clearly delineated and dimensioned and graphically shown in relation to all proposed lot lines and lots upon which said "Landscape Bufferyard Easements" or mitigation areas are located.
- G. Location, Extent, Type, and Sizes of Existing Trees and Natural Resource Features. Location, extent, type (common name and scientific name in the case of plant materials), and sizes of all existing trees and natural resource features in all areas of the proposed development which are designated as a "Landscape Bufferyard Easement" and/or mitigation area. If any existing vegetation or other natural resource features are to be demolished or mitigated, the extent of such demolition or area to be mitigated shall be properly delineated and so noted on the "Landscape Plan."
- H. Location, Extent, Type, and Sizes of Landscape Materials and Plantings. Location, extent, type (common name and scientific name in the case of plant materials), and sizes of proposed landscaping and landscape plantings in all areas of the proposed development which are designated as a "Landscape

Bufferyard Easement" or for areas which are to serve as landscaped entrances or other special landscaped features of the development.

I. Landscape Plant Material Specifications. All new landscape plant material shall be grown in a nursery located in Plant Hardiness Zone 4 (as defined by the U.S. Department of Agriculture) and shall conform to the applicable requirements as specified in the current edition of American Standard for Nursery Stock as approved by the American National Standards Institute, Inc. and sponsored by the American Association of Nurserymen, Inc. Botanical plant names shall be in accordance with the current edition of Standardized Plant Names prepared by the American Joint Committee on Horticultural Nomenclature.

J. Natural Resource Features Mitigation Plan Required. If any natural resource feature is to be mitigated, either on-site or off-site, the plan for such mitigation in adequate detail, as required by the Plan Commission, shall be submitted with the "Landscape Plan."