



Site Plan Review

Project _____

The intent of the site plan review procedure is to promote efficient and orderly development of property in the Town. Site plan reviews require additional consideration to ensure that the permitted uses are compatible with existing and planned uses of the neighborhood.

A site plan is required for uses in the following zone districts: Multifamily Residential District (R-3), Mobile Home Residential District (R-MH), Commercial Business District (CBD), Highway Commercial District (CH), Light Industrial District (LI), Heavy Industrial District (HI) and Public Zone District (PZ).

No land, building or structure shall be changed in use or type of occupancy, developed, erected, constructed, reconstructed, moved or structurally altered or operated in any zone district that requires a site plan until a site plan has been approved.

Building permits shall not be issued in a zone district that requires a site plan until the required site plan has been approved, any conditions of approval met and the site plan recorded by the Town Clerk.

No site plan shall be required for:

- Normal repairs and maintenance of an existing building.
- Similar occupancy, unless it is determined that additional review is required by Town staff.
- Alterations which do not affect more than twenty-five percent (25%) of the square footage of an existing building or structure.
- Interior remodeling.

Application Process

| Applicant Responsibility | Step | Description | Date Completed | Town Responsibility |
|--------------------------|------|--|----------------|---------------------|
| X | 1 | Preapplication with Town Staff | | X |
| X | 2 | Neighborhood meeting (optional) | | |
| X | 3 | Application submittal | | |
| | 4 | Referrals sent out (given 21 days to respond) | | X |
| | 5 | Staff review and decision | | X |

1. Preapplication Meeting

A preapplication meeting with Town staff is required prior to submittal of an application for site plan review. The applicant shall submit a brief description and location of the proposed use to the Town

Clerk prior to establishing the preapplication meeting. The purpose of the meeting will be to discuss the Town's application requirements and process and other information relevant to the proposed application. A site visit may be scheduled if deemed necessary by Town staff.

2. Neighborhood meeting

The applicant is encouraged to meet with adjacent landowners and homeowners' associations, when applicable, concerning the application. If a neighborhood meeting is held, it shall be after the preapplication meeting with Town staff.

3. Application

The applicant shall submit an original and sufficient number of copies of the application materials, as determined by Town staff, for distribution and review by the Town and referral agencies.

4. Referrals

When determined complete, the application will be sent to appropriate referral agencies, as determined by Town staff, and the referral agencies will be given a reasonable time to respond to the application. Comments submitted by referral agencies are recommendations to Town staff.

Design requirements

The following design requirements shall be considered in the evaluation of a site plan. If the Town Planner finds that all applicable design requirements are met by the proposed site plan, the site plan shall be approved. If one (1) or more design requirements are not met, the site plan shall be referred to the Planning Commission and Board of Trustees for public hearing in accordance with Section 16-1-80.

| | Design Requirements |
|---|--|
| 1 | Conformance with all applicable provisions of the underlying zone district. |
| 2 | Conformance with all applicable provisions of all related development plans, such as approved subdivision plats or PUD plans, or both. |
| 3 | Conformance with all applicable parking and open space requirements, and any adopted architectural design standards. |
| 4 | Compliance with utility requirements set forth in Chapter 17, Article VI of the Keenesburg Code. |
| 5 | Compatibility with surrounding existing and proposed land uses. |
| 6 | Conformance with state, federal and local environmental standards, including but not limited to air quality, water quality, glare and heat, noise, vibration, odors, hazardous |
| 7 | Adequate facilities will be provided for pedestrians, bicyclists and motorists. |
| 8 | Adequate public improvements, both on- and off-site, will be provided in a timely fashion. |
| 9 | Any common areas serving the site are identified and adequate provisions are made for ownership and maintenance of such areas. |

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Submittal requirements

The following shall be submitted as part of the application, except for those items specifically waived by Town staff, in writing, as being unnecessary to a decision on the application.

| X | Items for Submittal | Waived by Town |
|---|--|----------------|
| | Completed land use application | |
| | Application fees and fee deposits with signed fee agreement | |
| | Detailed description of proposal including: | |
| | acreage or square footage | |
| | hours of operation | |
| | number of employees | |
| | number of patrons, customers, buyers or visitors | |
| | existing zone district | |
| | existing land uses adjacent to the property | |
| | Proof of ownership | |
| | Written certification of notice to mineral interests (if necessary) | |
| | may be submitted at date of initial public hearing | |
| | Copy of any surface use agreement with mineral interest owners of property | |
| | Traffic study | |
| | Drainage study | |
| | Soils report | |
| | Noise report | |
| | Site plan and landscape plan maps showing existing and proposed: | |
| | buildings | |
| | parking | |
| | landscape elements | |
| | lighting | |
| | drainage elements | |
| | utilities | |
| | public rights-of-way | |
| | vicinity map showing surrounding area | |
| | any other information deemed necessary by Town staff | |
| | Any additional information reasonably required by Town staff: | |
| | | |