

Division 3-I-14 Site Plans

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3-168 Purpose

The purpose of the site development plan is to facilitate the use of the most advantageous techniques in the development of land in the Town and to promote high standards and innovation PNT="12656." in the layout, design, landscaping and construction of developments.

3-169 When Required

1. A site development plan is required and shall be submitted for uses in the following zoning districts:
 1. Planned Unit Development PUD.
 2. Business B-1.
 3. Business B-2.
 4. Industrial M-1.

3-170 Requirements And Specifications

1. Information required.
 1. Every site plan submitted in accordance with this article shall contain the following information:
 1. The location of the tract by an insert map at a scale of not less than one inch equals 2,000 feet, indicating scale coordinates referred to in the United States Coast and Geodetic Survey state grid north and such information as the names and numbers of adjoining roads, streams and bodies of water, railroads, subdivisions, Town boundary and magisterial districts or other landmarks sufficient to clearly identify the location of the property.
 2. A boundary survey of the tract with an error of closure within the limit of one in 10,000 related to the true meridian and showing the location and type of boundary evidence. The survey may be related to the United States Coast and Geodetic Survey state grid north if the coordinates of two adjacent corners are shown.
 3. A certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title.

4. All existing and proposed streets and easements; their names, numbers and widths; existing and proposed utilities; watercourses and their names; and owners, zoning and present use of adjoining tracts.
5. The location of wooded areas on the property and the location of trees and wooded areas that will be retained.
6. The location, type and size of vehicular entrance to the area.
7. The location, type, size and height of fencing, retaining walls and screen planting where required under the provisions of this article.
8. All off-street parking, loading spaces and walkways, indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required in accordance with Section 3-180 of this article.
9. The number of floors, floor area, height and location of each building and proposed general use for each building; if a multifamily residential building, the number, size and type of dwelling units.
10. All existing and proposed water and sanitary sewer facilities, indicating all pipe sizes, types and grades and where connection is to be made to the Town or other utility system.
11. The contributing drainage area in acres and delineation of any floodplain limits.
12. The location of any springs either within or draining to street rights-of-way and an indication of the proposed method of treatment.
13. Provisions for the adequate disposition of natural and stormwater and grades of ditches, catch basins and pipes and connections to existing drainage system.
14. Existing topography with a maximum of two foot contour intervals; where existing ground is on a slope of less than 2%, either one-foot contours or spot elevations where necessary but not more than 50 feet apart in both directions.
15. Proposed finished grading by contours supplemented where necessary by spot elevations.
16. Depiction of resource Protection Area (RPA) and Resource Management Area (RMA) boundaries.
17. Delineation of buildable areas on each lot, based on performance criteria, front and side yard setbacks, and any other relevant easements or limitations regarding lot coverage.

2. All horizontal dimensions shown on the site plan shall be in feet and decimals of a foot to be closest to one hundredth (1/100) of a foot and all bearings in degrees, minutes and seconds to the nearest 10 seconds.

2. Preparation; Submission.

1. Site plans or any portion thereof involving engineering or land surveying shall be prepared and certified by an engineer or land surveyor duly authorized by the state to practice as such.
2. Site plans shall be prepared to a scale of one inch equals 50 feet or larger; the sheet or sheets shall be twenty-four by thirty-six (24 x 36) inches. A site plan may be prepared in one or more sheets to show clearly the information required by this article and to facilitate the review and approval of the plan. If prepared in more than one sheet, match lines shall clearly indicate where the several sheets join. Every site plan shall show the name and address of the owner or developer, magisterial district, county, state, North point, date and scale of the drawing and number of sheets. In addition, it shall reserve the blank space, three inches wide and five inches high for the use of approving authority.
3. Seven clearly legible blue or black-line copies of the site plan shall be submitted to the Zoning Administrator. The site plan shall be accompanied by the appropriate site plan fee, as set forth in Section 3-196 of this article.

3. Processing.

1. Initial processing of site plans shall be through the Zoning Administrator, who is responsible for checking the site plan for general completeness and compliance with such administrative requirements as may be established. The Administrator shall submit copies of the site plan to reviewing departments, agencies and officials, as deemed necessary. He shall see that all reviews are completed on time and that action is taken by the approving authority on the site plan within 60 days, except under abnormal circumstances, from the receipt thereof.
2. All site plans which are appropriately submitted and conform to standards and requirements set forth in this article shall be approved or rejected by the Planning Commission after having been reviewed by the Administrator. If the site plan is denied approval, the Administrator, in notifying the applicant of the decision, shall set forth in detail the reasons for the denial, which shall be limited to any defect in form or required information, any violation of any provision or standard of this article or any other ordinance or the inadequacy of any utility and shall state any changes which would make the site plan acceptable.

4. Required improvements.

1. All site plans shall contain the following improvements:

1. Designation of pedestrian walkways so that patrons may walk on the same from store to store or building to building within the site and to adjacent sites.
2. The construction of all curbs, gutters and sidewalks and the construction of all roads widening to the width as specified on the street and highway plan for Bowling Green.
3. The dedication of all rights-of-way to their width as designated on the street and highway plan for Bowling Green.
4. Construction of vehicular travel lanes or driveways not less than 22 feet in width which will permit vehicular travel on the site and to and from adjacent parking areas and adjacent property.
5. Connection, wherever possible, of all walkways and driveways, with similar facilities on adjacent property.
6. Screening, fences, walls, curbs, and gutters as are required by the provisions of this article, other ordinances of the Town, or by the regulations of the Virginia Department of Transportation.
7. Location and dimensions of proposed recreation, open space and required improvements, including details of disposition.
8. Location, design, height, size and orientation of proposed signs and outdoor lighting systems.
9. Easements or rights-of-way for all facilities to be publicly maintained. Such easement shall be clearly designed for the purpose intended and recorded before approval of the site plan.
10. Curbs and gutters for driveways that provide vehicular travel to and from adjacent parking areas to adjacent property for the purpose of separating the same from parking areas and walkways.
11. Provisions for the adequate control of erosion sedimentation indicating proposed temporary and permanent control practices and measures which shall be implemented during all phases of clearing, grading and construction.
12. Adequate no parking signs along such streets, highways or driveways to prohibit parking on such as required by the Town Council. Also the location of no through-street signs where required on cul-de-sac streets or temporary cul-de-sac streets.
13. Adequate drainage system for the disposition of storm-and natural waters, including provision of ends, if curb and gutter, for erosion control.
14. Provision for open spaces, including details of disposition.

2. Upon satisfactory completion of all off-site and on-site improvements the developer shall take the necessary steps to have said improvements accepted by the Town of Bowling Green for maintenance.
5. Bond. Prior to approval of any site plan, there shall be executed by the owner or developer and submitted with the site plan an agreement to construct such required physical improvements as are located within public rights-of-way or easements or as are connected to any public facility in form and substance as approved by the Town, together with a bond with surety or condition acceptable to the Town in the amount of the estimated cost of the required physical improvements as determined by the Administrator, which time may be extended by the Town Council upon written application by the owner or developer, signed by all parties, including sureties, to the original agreement. The adequacy, conditions and acceptability of any bond hereunder shall be determined by the Town Council.
6. Expiration; extension.
 1. Approval of a site plan submitted under the provisions of this article shall expire one year after the date of such approval unless building permits have been obtained for construction in accordance therewith.
 2. A single one year extension may be given upon written request by the applicant to the Administrator made within 90 days before the expiration of the approved site plan. The Administrator shall acknowledge the request and shall make a decision regarding the requested extension within 60 days after receipt of the request.
7. Revisions and waivers. Any site plan may be revised in the same manner as originally approved, and any requirement of this article may be waived by the Town Council in specific cases where such requirements are found to be unreasonable in such cases and where such waiver will not be detrimental to the purpose of this article.
8. Permit to be in conformity with plan. No certificate or permit shall be issued for any structure in any area covered by the site plan that is required under the provisions of this article except in conformity with such site plan which has been duly approved.
9. Construction standards; inspections; notification; supervision; certification of approval.
 1. Unless specifically provided in this article, the construction standards for all off-site improvements and on-site improvements required by this article shall conform to the Town and state design and construction standards.
 2. Inspections during installation of all improvements shall be made by the department, agency or official charged with this responsibility, with results reported to the Zoning Administrator in order to certify compliance with the approved site plan.
 3. The owner shall notify the Administrator, in writing, three days prior to the beginning of all street or storm sewer work shown to be constructed on the site plan.

4. The owner shall provide adequate supervision on the site during the installation of all required improvements and have a responsible superintendent or foreman, together with one set of approved plans, profiles and specifications, available at the site at all times when work is being performed.
5. Upon satisfactory completion of the installation of the required improvements, the owner shall receive a certification of approval from the Administrator on the improvements upon the application for such certificate. Such certificate of approval will authorize the release of any bond which may have been furnished for the guaranty of satisfactory installation of such improvements or parts thereof.

HISTORY

Amended by Ord. O-2016-003 on 10/6/2016

3-171 Appeals

Any person aggrieved of any decision of the Administrator may, within 10 days of such decision, appeal to and have a determination made by the Planning Commission. Any applicant or adjoining property owner who is aggrieved of the decision of the Planning Commission may, within 10 days of such decision, appeal to and have a determination made by Town Council. Further appeal can be made to the Board of Zoning Appeals in accordance with Article I, Division 17 of this chapter.

3-172 Violations And Penalties

Any person, whether as owner, lessee, principal, agent, employee or otherwise, who violates any of the provisions of this article or permits any such violation or fails to comply with any of the requirements hereof shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to punishment as provided by Article I, Division 18 of this chapter.