



SITE PLAN REVIEW

Site plan review approval is required for all commercial, industrial, multiple-family housing (over four units) or institutional development applications. The site plan review will be coordinated with the review of applications for preliminary plats, rezoning, conditional use permits, and variances. Provisions for site plan review for a planned unit development are found in Section 542 of the zoning ordinance.

PLANNING & ZONING RICHFIELD COMMUNITY DEVELOPMENT DEPARTMENT

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Site plan approval is required before.....

- Constructing a building;
- Moving a building within the city;
- Expansion, change, or modification of the use of the building, lot or accessory structures which results in an increasing intensity of the use including parking; and
- Lot preparation including grading, removing or adding soils, except in conformance with a permit or an approved plan that complies with the city's comprehensive surface water management plan.

Administrative review

Site plan approval by the Planning Commission and City Council shall not be required for enlargement of a building by 25% or less of its gross floor area or changes in leasable space of a multi-tenant building, provided no variances are required. In this case an administrative site plan review will be performed. Application requirements and review criteria remain the same.

Process:

1. An application for a site plan review is submitted to the Community Development Department. Applications are available on the city's website or at City Hall.
2. The application is reviewed by the Administrative Review Committee (ARC). ARC is made up of staff members from different city departments who review the request for compliance with applicable codes and standards and for the possible effects the request may have on city services or adjacent properties. ARC members may request additional information and/or ask changes to be made to the proposal prior to the application being placed on an agenda.
 - > **ARC meets on Thursdays at 10:30 a.m. Applications are due one week before the ARC meeting.**
3. The applicant submits the required fee and any additional information and/or changes to the application as required by ARC.
4. All applicable items listed on the application must be submitted for the application to be considered complete.
5. If the project requires an Environmental Assessment Worksheet or an Environmental Impact Statement the application for the site plan review approval will not be considered complete until the City Council has issued a finding. City staff may begin review of an application and communicate to the applicant its finding on the application before receiving the environmental review.

**ZONING CODE
SECTION 547.13**

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6. The application is then placed on the Planning Commission schedule.
>Applications must be submitted at least 28 days before the scheduled Planning Commission meeting to be considered for the agenda. An application must be *complete* at least 14 days before the scheduled Planning Commission meeting to be placed on the agenda. The Planning Commission meets on the fourth Monday of every month.
5. The Planning Commission will conduct a public hearing and make a recommendation to the City Council. Notice of the public hearing is mailed to property owners and occupants within 350 feet and notice of the public hearing is also published in the *Richfield Sun-Current* newspaper.
6. Then the recommendation of the Planning Commission is forwarded to the City Council who will make the final determination on the application. The City Council may impose conditions and require guarantees on the granting of the site plan approval in order to ensure compliance with .

Criteria and Standards for Site Plan Review:

The Planning Commission and City Council shall consider its compliance with the following when conducting a site plan review:

- Consistency with the elements and objectives of the city's comprehensive plan and any additional long range plans;
- Consistency with purposes of the zoning code;
- Preservation of the site in its natural state to be in keeping with the general appearance of neighboring developed or developing areas;
- Creation of a harmonious relationship of the buildings and open spaces with the terrain and with the existing and future buildings having a visual relationship to the proposed development;
- Creation of functional and harmonious design for structures and site features;
- Creation of energy-conserving design through design, location, orientation and elevation of structures, the uses and location of glass structures, and the use of landscape materials and site grading;
- Protection of adjacent and neighboring properties through reasonable provisions which may have substantial effects on neighboring land uses; and
- A cash escrow provided for screening, landscaping, parking lot and other similar improvements to the site is required.

Terms of Approval: The Council may impose additional conditions in granting approval to site plans. Site plans are only valid for the project for which approval was granted. If the project is not in compliance with the approved plans the project shall be subject to review of an amendment.

Expiration of Approval: A building permit shall be obtained and construction of the project shall begin no later than one year following the date on which the site plan approval is granted, unless the City Council approves a different time period. The Council may extend the expiration date for an additional period. The applicant must submit a request for an extension prior to the expiration of the one-year time limit.

Amendment to an Approved Site Plan

Any changes to an approved site plan require approval of an amendment. There are two types of amendments:

- ⇒ **Minor amendments** are reviewed administratively.
- ⇒ **Major amendments** must be considered by the Planning Commission at a public hearing, and final approval granted by the City Council.

THE FOLLOWING ARE CONSIDERED MINOR AMENDEMENTS:

- Increased signage.
- Landscape changes.
- Parking lot configuration changes.
- Less than 20% change in the number of parking spaces.
- Less than 25% change in floor area in any one structure.
- Less than 25% change in the approved separation of buildings.
- Less than 20% change in the ground area covered by the project.
- Less than 20% change in the number of residential units.

THE FOLLOWING ARE CONSIDERED MAJOR AMENDMENTS:

- More than a 25% change in floor area in any one structure.
- More than 25% change in the approved separation of buildings.
- Any change in the approved setbacks from property lines.
- More than 20% change in the ground area covered by the project.
- More than 20% change in the number of residential units.
- More than 20% change in the number of parking spaces.

Application Fee:

Fees for site plan review are as follows:

Site plan review = \$500 plus \$5 / \$1,000 of project value to a maximum of \$3,500

Minor plan amendment = \$350

Major plan amendment = \$500

This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.