

CHAPTER 13 SITE PLAN REVIEW

SECTION 13.10 PURPOSE

The intent of this Chapter is to provide for consultation and cooperation between the applicant and the Croton Township Planning Commission in order that the objective of the applicant may be accomplished in the utilization of the land which is the subject of the site plan within the regulation of this Zoning Ordinance and with minimum adverse effect on the use of adjacent streets and highways and on existing and future uses and environment in the immediate area and vicinity.

SECTION 13.20 SITE PLANS REVIEWED

- A. The Zoning Administrator shall not issue a Zoning Compliance Permit for any use or building (and none of the following uses shall commence) until a site plan has been reviewed and approved by the Township board upon the recommendation of the Planning Commission.
1. Permitted uses in AR, R-1, R-2 and MHP Districts, except farms, single family dwellings, state licensed residential family care facilities, family day care homes, home occupations and accessory buildings and uses.
 2. Permitted Uses in the HC, NC, LI, and P Districts.
 3. Special Land Uses in any District
 4. Expansions, alterations and additions to Permitted Uses and Special Land Uses allowed by this Ordinance.
 5. Regular or site condominiums.
 6. Private roads
 7. Any commercial use.
 8. Any industrial use.
 9. Planned Unit Developments.
 10. Any land division or residential development (including simple land

divisions, site condominium projects, and plats) containing or proposing four (4) or more lots.

11. Any expansion, alteration, or material changes in or to any of the above mentioned uses.
 12. As otherwise might be required in this Ordinance.
- B. Prior to review by the Planning Commission, the Zoning Administrator shall review the site plan to ensure compliance of this Ordinance.

SECTION 13.30 APPLICATION PROCEDURES

- A. An application for Site Plan Review, plus either a preliminary or final site plan, shall be submitted at least fifteen (15) days prior to the next Planning Commission meeting through the Zoning Administrator who will review the application and plans for completeness, then transmit them to the Planning Commission.
- B. An application for Site Plan Review shall consist of the following:
1. Nine (9) copies of the preliminary or Final Site Plan
 2. A completed application form, as provided by the Township.
 3. Payment of a fee, in accordance with a fee schedule, as determined by the Township Board from time to time.
4. A legal description of the entire property which is the subject of the Site Plan Review.
5. Other materials as may be required by the Planning Commission

SECTION 13.40 PRELIMINARY SITE PLAN REVIEW

- A. A Preliminary Site Plan (nine (9) copies) may be submitted for review by the Planning Commission prior to final site plan submittal. The purpose of such procedure is to allow discussion between the applicant and the Planning Commission, to better inform the applicant of the acceptability of the proposed plans prior to incurring extensive engineering and other costs which might be necessary for the final site plan approval.
- B. Preliminary Site Plan shall include the following, unless deemed unnecessary by

the Zoning Administrator.

1. Small scale sketch of properties, streets and use of land within one half (½) mile of the area.
 2. A Site Plan at a scale of not more than one (1") inch equals one-hundred (100') feet showing any existing or proposed arrangements of:
 - a. Existing adjacent streets and proposed streets.
 - b. Lots.
 - c. Parking lots and access points.
 - d. Proposed buffer strips or screening.
 - e. Natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, flood plains, hills and similar natural assets both on the subject property and within one hundred (100') feet of the property lines.
 - f. Location of any signs not attached to a building.
 - g. Existing and proposed buildings.
 - h. General topographical features including contour intervals no greater than ten (10') feet.
 3. A narrative describing:
 - a. The overall objectives of the proposed development.
 - b. Number of acres allocated to each proposed use and gross area in building, structures, parking, public and/or private streets and drives and open space.
 - c. Dwelling unit densities by type, if applicable.
 - d. Proposed method of providing sewer and water service, as well as other public and private utilities.
 - e. Proposed method of providing storm drainage.
- C. The Planning Commission shall review the Preliminary Site Plan and make such recommendations to the applicant that will likely cause the Plan to be in conformance with the review standards required by Section 13.60. No statements or comments made during this review shall be binding on any party.

SECTION 13.50 FINAL SITE PLAN REVIEW

- A. The Planning Commission shall approve, deny or approve with conditions, the Final Site Plan, based on the purposes, objectives and requirements of this

Ordinance and specifically the considerations listed in Section 13.60.

- B. The site plan shall include the following information, unless deemed unnecessary by the Zoning Administrator, for Planning Commission review.
1. Legal description of the property.
 2. Small scale sketch of properties, streets and use of land within one half (½) mile of the area.
 3. A narrative describing the items indicated in Section 13.40,B,3.
 4. Nine (9) copies of a site plan at a scale not to exceed one (1") inch equals one-hundred (100') feet. The following items shall be shown on the plan:
 - a. Date of preparation/revision.
 - b. Name and address of the preparer.
 - c. The topography of the site at a minimum of five (5') foot intervals and its relationship to adjoining land.
 - d. Existing manmade features..
 - e. Dimensions of setbacks, location, heights and structures.
 - f. Street rights-of-way, indicating proposed access routs, internal, circulations and relationship to existing rights-of-way. All driveways or access points with one hundred (100') feet of the property lines of the subject property shall also be shown.
 - g. Proposed grading.
 - h. Natural characteristics, including but not limited to open space, stands of trees, brooks, ponds, floodplain, hills, and similar natural assets both on the subject property and within one hundred (100') feet of the property lines.
 - i. Location and type of drainage, sanitary sewers, storm sewers and other utilities.
 - j. Location and type of signs and on-site lighting.
 - k. Proposed parking areas and drives. Parking areas shall be designated by lines showing individual spaces and shall conform with the provisions of Chapter 14.
 - l. Easements, if any.
 - m. Dimensions and number of proposed lots.
- C. The Planning Commission, prior to granting approval of a site plan, may request from the applicant any additional graphics or written materials, prepared by a qualified person or person(s) to assist in determining the appropriateness of the site plan. Such material may include, but need not be limited to, aerial photography,

photographs, traffic impacts, impact on significant natural features and drainage, soil tests and other pertinent information.

SECTION 13.60 SITE PLAN REVIEW STANDARDS

- A. The Planning Commission shall review the Preliminary and Final Site Plans and approve, approve with conditions or deny the Site Plan based on the purposes, objectives and requirement of this Ordinance and specifically the following consideration when applicable:
1. The use(s) proposed will not harm the public health, safety or welfare. All elements of the site plan shall be designed to take into account the site's topography, the size and type of plot, the character of adjoining property and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
 2. Safe, convenient, uncongested and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access point.
 3. The arrangements of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets in the area.
 4. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission may require that landscaping, buffers and greenbelts be preserved and/or provided to ensure that the proposed uses will be adequately buffered from one another and from surrounding public and private property.

5. Stormwater and Erosion Protection
 - a. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties, the public storm water drainage system or nearby bodies of water.
 - b. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust.
 - c. The use of detention/retention ponds may be required.
 - d. Surface water on all paved areas shall be collected at locations so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water that may interfere with this traffic.
 - e. Areas of natural drainage such as swales, wetland, ponds or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural land.
 - f. Catch basins or other protective measures may be required to contain oil filters or traps to prevent contaminants from being discharge to the natural drainage system. Other provisions may be required to contain runoff or spillage from areas where hazardous materials are stored or proposed to be stored.
6. All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department and Sheriff's Department.
7. All loading and unloading areas and outside storage areas, including refuse storage stations, shall be screened from the view of the street and/or adjacent properties.
8. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.
9. Off-street parking and loading areas where required, with particular attention to noise, glare and odor effects of each use in the plan on adjoining properties and properties in the proposed development.
10. The site plan and proposed use is harmonious with, and not injurious or objectionable to, existing projected uses in the immediate area and adjoining neighborhoods.
11. The site plan and proposed use will not adversely affect the environment.

12. The general purposes and spirit of this Ordinance and the Master Plan of the Township will be met.

SECTION 13.70 APPROVED SITE PLANS

- A. Upon approval of the Preliminary or Final Site Plan, the applicant and Chairperson or Secretary of the Planning Commission shall sign and date three (3) copies thereof. One (1) signed copy shall be made a part of the Commission's files, one (1) shall be forwarded to the Building Inspector for issuance of a building permit, and one (1) copy shall be returned to the applicant.
- B. Time limits on site plan.
 1. Each development or use shall be substantially under construction within one (1) year after the date of approval of the Final Site Plan by the Planning Commission or the site plan will expire and be null and void..
 2. The Planning Commission may grant one (1) six (6) month extension provided that the applicant applies for such extension prior to the date of the expiration of the Final Site Plan.
 3. The extension shall be approved if the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties beyond the control of the applicant, but is now ready to proceed.
 4. Should neither of the aforementioned provisions be fulfilled or a six (6) month extension has expired without construction underway, the Final Site Plan approval shall be null and void.
- C. Amendments to an approved site plan may occur only under the following circumstances:
 1. The holder of a valid site plan shall notify the Zoning Administrator of any proposed amendment to such approved site plan.
 2. Minor changes may be approved by the Zoning Administrator upon certification in writing to the Planning Commission that the proposed revision does not alter the basic design nor any specified conditions of the plan as agreed upon by the Planning Commission. In considering such a determination, the Zoning Administrator shall consider the following to be a minor charge:

- a. Reduction of the size if any building and/or sign.
 - b. Movement of buildings and/or signs by no more than ten (10') feet.
 - c. Plantings approved in the site plan landscape plan may be replaced by similar types of landscaping on a one-to-one or greater basis.
 - d. Changes of building materials to a higher quality, as determined by the Zoning Administrator.
 - e. Changes in floor plans which do not alter the character of the use.
 - f. Internal rearrangements of a parking lot which does not affect the number of parking spaces or alter access locations or design.
 - g. Changes required or requested by the Township for safety reasons shall be considered a minor change.
3. Should the Zoning Administrator determine that the requested modification to the approved site plan is not minor, resubmission to the Planning Commission for an amendment shall be required and conducted in the same manner as an original application.
- D. Reasonable conditions may be attached to the approval of a site plan by the Planning Commission.
- E. The approval of a site plan (as well as conditions attached thereto) or denial of a site plan shall not be subject to an appeal to or variance by the Zoning Board of Appeals.