

Chapter 15.12

SITE PLAN PERMITS

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15.12.010 Administration.

The city planning department shall administer and enforce of the site plan permit procedure under this chapter. (Ord. 01-05 § 5 (part))

15.12.020 Permit required.

A. A person shall not make an improvement to land or a structure, initiate a new use or change the use of land or a structure unless a site plan permit has first been issued for the improvement or use.

B. For purposes of this chapter, an improvement requiring a site plan permit includes activities that:

1. Involve a land disturbance through grading, excavation, or paving on lands with slopes in excess of ten percent;

2. Involve a land disturbance through grading, excavation, or paving of an area that might reasonably be expected to impact drainages, significant wetlands, or nonsignificant wetlands;

3. Involve a proposal that will create impervious surfaces of such extent that might reasonably be expected to impact drainages, significant wetlands, or nonsignificant wetlands;

4. Involve land subject to local ponding due to soil or topographic conditions;

5. Involve land located in an area with a history of flooding, or that may be subject to flooding;

6. Involve the placement or relocation of a nontemporary structure or change to the dimensions of a nontemporary structure that increases or decreases the ground footprint of the structure.

C. For purposes of this chapter, a change of use includes the expansion of the area occupied by a use, the relocation of a use, as well as a change in the nature or type of use.

D. For purposes of this chapter, an improvement to a structure does not include changes which do not affect the location of the structure or any of its outside dimensions if the structure is not located within a flood hazard area of the city.

E. If any work on a structure or land within a flood hazard area requires a floodplain land use permit under BMC Chapter 15.08 and a site plan permit under this chapter, the application for the floodplain land use permit and the site plan permit may be combined for purposes of the information required to be submitted.

F. Any person proposing to dredge or to place or move fill within an area designated as a significant wetlands by the Army Corps of Engineers shall obtain an individual permit

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from the Corps of Engineers prior to final approval by the city of a site plan permit unless the Corps of Engineers has waived the requirement for an individual permit for the proposed development. (Ord. 01-05 § 5 (part))

15.12.030 Application.

Application for a site plan permit shall be filed with the planning department by the property owner or an agent who is authorized in writing by the owner to file the application and to accept and agree to the terms of the permit. The application shall include the following except such matters required under subsection F of this section that the land use administrator determines are not necessary for review of a particular proposed improvement use or change of use:

A. Name, address, and phone number of the owner and applicant;

B. Address and legal description of the property;

C. Signature of the owner and the signature of the applicant if other than the owner;

D. The land use district(s) in which the property is located and the flood hazard zone status;

E. A brief description of the proposed improvements and the principal use, including information required to evaluate the application according to the standards described in Section 15.12.040;

F. A site plan, drawn to scale and dimensioned as required, showing the following:

1. The date, scale, north point, title, name of owner and name of the person preparing the site plan;

2. The location and dimensions of boundary lines, easements, and required yards and setbacks;

3. The location, height and intended use of existing and proposed buildings on the site, and the approximate location on abutting parcels of existing buildings and improvements within fifty feet of the property line;

4. The location and dimensions of existing and proposed site improvements including parking and loading areas, pedestrian and vehicular access, drainage, landscaped areas, utility or service areas including water and sewer tanks, fencing and screening, signs, and lighting;

5. The location of water areas, watercourses and drainage features and, if any part of the site is within a flood hazard area, the information required under BMC Chapter 15.08;

6. A plan showing existing and proposed drainage and topography and, if using fill, a cross-section of the fill;

7. If an activity described in Section 15.12.020(B) will occur, a drainage plan containing the following shall be included:

a. Flow lines of surface waters onto and off the site;

b. Existing and proposed contours at two-foot intervals;

c. Location and amount of cuts, fills, or contouring;

d. Existing and proposed drainages, wetlands, and water bodies;

e. Building corner and street elevations for existing and proposed improvements;

f. Existing and proposed retaining walls;

g. The location and design of facilities for storage or conveyance of surface water runoff;

h. Estimates of existing and proposed runoff from and to adjacent properties and