

11-914. Procedures and Requirements for Site Plan Review

The following procedures and standards are established for those sections of this Chapter which require the submission and approval of a site plan prior the issuance of a building permit or certificate of occupancy for any affected land, structures, or buildings. Site plans shall be reviewed and approved or disapproved under the following procedures and standards as specified by the Zoning Ordinance.

- A. Site Plan Submission and Review. Site plan review is required under three (3) separate instances by the Zoning Ordinance. These instances includes:

Review and approval by the Lexington Building Inspector prior to the issuance of a building permit.

Review and approval by the Lexington Board of Zoning Appeals prior to the approval of a permitted special exception.

Review and approval by the Lexington Planning Commission

1. Building Inspector Review

- (a) In instances of review by the Lexington Building Inspector prior to the issuance of a building permit the following procedure shall apply.
 - (1) Prior to the issuance of a building permit, a site plan shall be submitted to the Building Inspector. The site plan for single- family dwellings shall be reviewed for compliance with the provisions of this section and approved or disapproved. In the instance of disapproval, reasons for such disapproval shall be stated in writing.

2. Review Procedure

- (a) In instances of a review by the Lexington Planning Commission or Board of Zoning Appeals as specified by the Lexington Zoning Ordinance, the following procedure shall apply:
 - (1) The owner or developer shall submit four (4) copies of the proposed site plan to the Building Inspector fifteen (15) days prior to the regular meeting date of the Planning Commission or Board of Zoning Appeals, whichever is applicable. The site plan shall be reviewed in light of the provisions of this Ordinance and the appropriate district regulations and approved or disapproved. The plans then shall be returned to the owner or agent with the date

of such approval or disapproval noted thereon over the signature of the Secretary of the Planning Commission or Chairman of the Board of Zoning Appeals, whichever is applicable.

- (2) Prior to the regular Planning Commission or Board of Zoning Appeals meeting, whichever is applicable, copies of the proposed site plan will be distributed by the Building Inspector to other affected City departments and the planning staff to review and approve those areas under their responsibility. A coordinated staff position will be developed for submission to the Planning Commission or Board of Zoning Appeals, whichever is applicable. The owner, developer, or agent will be invited to attend the meeting.
- (3) In the instance of disapproval, reasons for such disapproval shall be stated in writing.

B. Contents of the Site Plan for Single Family Development

Construction of Single-Family Dwellings. In instances where the proposed construction is an individual Single-Family Dwelling, the site plan shall include the following:

- (a) All property lines and their surveyed distances and courses.
- (b) All building restricting lines, setback lines, easements, covenants, reservations and rights-of-way.
- (c) Total land area.
- (d) Present zoning of site and abutting properties.
- (e) Name, address of owner of record and applicant.
- (f) Provisions for utilities water, sewer, etc.
- (g) Location and dimensions of the existing and proposed structures.

C. Contents of the Site Plan for Multiple Family, Commercial, and Industrial Development

1. The site plan shall show the following:
 - (a) Name of development or address
 - (b) Name and address of owner of record and the applicant
 - (c) Present zoning of the site and abutting property
 - (d) Date, graphic scale, and north point with reference to source of meridian
 - (e) Courses and distances of center of all streets and all property lines

- (f) All building restriction lines, setback lines, easements, covenants, reservations and rights-of-way
- (g) The total land area
- (h) Topography of existing ground and paved areas and elevations in relation to mean sea level of streets, alleys, utilities, sanitary and storm sewers, and buildings and structures. Topography to be shown by dashed line illustrating two-foot contours and by spot elevations where necessary to indicate flat areas. Topography requirements may be waived by the reviewing person or board.
- (i) Certification as to the accuracy of the plan by a licensed surveyor, engineer, or architect.
- (j) A certificate, with a space for a signature and date, which states that the site plan has been approved by either the Lexington Municipal-Regional Planning Commission or the Lexington Municipal Board of Zoning Appeals, which ever is applicable to the type of use that is requested.

2. The Site Plan shall show the location of the following when existing:

- (a) Sidewalks, streets, alleys, easements and utilities
- (b) Building and structures
- (c) Public sewer systems
- (d) Slopes, terraces and retaining walls
- (e) Driveways, entrances, exits, parking areas and sidewalks
- (f) Water mains and fire hydrants
- (g) Trees and shrubs
- (h) Recreational areas and swimming pools
- (i) Natural and artificial water courses
- (j) Limits of flood plains

3. The Site Plan shall show the location, dimensions, site and height of the following when proposed.

- (a) Sidewalks, streets, alleys, easements and utilities
- (b) Buildings and structures including the front street elevation of proposed buildings
- (c) Public sewer systems
- (d) Slopes and terraces, and retaining walls
- (e) Driveways, entrances, exits, parking areas and sidewalks
- (f) Water mains and fire hydrants
- (g) Trees and shrubs
- (h) Recreational areas

- (i) Distances between buildings
- (j) Estimates of the following when applicable:
 - (1) Number of dwelling units
 - (2) Number of parking spaces
 - (3) Number of loading spaces
 - (4) Number of loading spaces
- (k) Plans for Collecting storm water and methods of treatment of natural artificial water courses, including a delineation of limits or flood plains, stamped by a licensed engineer.
- (l) Proposed grading, surface drainage terraces, retaining wall heights, grades on paving areas, and ground floor elevations of proposed buildings and structures. Proposed topography of the site shall be shown by two foot contours. Topography requirements may be waived by the reviewing, authority or board. Proposed drainage plans shall be stamped by a licensed engineer.
- (m) In instances where common parking, easements, entrance and egress, are proposed, or other features or requirements imposed by the City of Lexington are shared in the development or use of any properties, such shared or common features shall be shown on
the required site plan and shall be included in restrictive covenants and included with such site plan
- (n) Plans for Landscaping as required in the provisions of Chapter IX, Section 11-918. This information shall include at a minimum the percentage of impervious surface based on the provisions of Section 11-918, the delineation of the location, dimensions, type (tree, shrub, groundcover) and height of existing and/or proposed landscaping; and the computation of the minimum amount of landscaping required.

D. Contents of the Site Plan for Mobile Home Parks

Applications for a mobile home park permit shall be filed and issued by the City Building Inspector subject to approval of the mobile home park plan by the Board of Zoning Appeals and Planning Commission in accordance with Chapter provisions. Applications shall be in writing and signed by the applicant and shall be accompanied by proposed site plans. Site plans shall be submitted at least fifteen (15) days prior to the scheduled meeting. The plan the following information and conform to the following requirements.

- (a) The plan shall be clearly and legibly drawn to a scale not smaller than one hundred (100) feet to one (1) inch prepared and stamped by a licensed surveyor, engineer, or architect;
- (b) Name and address of owner of record;
- (c) Proposed name of park;
- (d) Vicinity map showing location
- (e) Acreage of mobile home park;
- (f) North point and graphic scale and date;
- (g) Exact boundary lines of the tract by-bearing and distance;
- (h) Names of owners of record of adjoining land with zoning and deed book and page references;
- (i) Existing streets, utilities, easements and water courses on and adjacent to the tract;
- (j) Proposed design including streets with reference to proposed surfacing, proposed street names, mobile home spaces with approximate dimensions, easements, land to be reserved or dedicated for public/recreational uses, and any land to be used for purposes other than mobile home spaces;
- (k) Provisions for water supply with fire hydrants, sewerage and drainage;
- (l) Such information as may be required by the city to enable it to determine if the proposed park will comply with legal requirements such as Tax Map and Parcel Data, zoning designation, floodplains, floodways, and flood elevations; and
- (m) The applications and all accompanying plans and specifications shall be filed in triplicate with the building inspector;
- (n) Certificates that shall be required are:
 - (1) owner's certification;

- (2) Certification of approval to be signed by the Secretary of the Board of Zoning Appeals
- (3) Certification of approval to be signed by the Secretary of the Planning Commission
- (4) certificates from the Sewer Department concerning the acceptability of the sewage disposal and water system;
- (5) the Public Work director or city engineer regarding approval of proposed road construction plans, and
- (6) and other certificates deemed necessary by the Board of Zoning Appeals or Planning Commission