

Site Plan Review

**Chapter
1131**

City of Hilliard Zoning Code



Section 1131-1 Purpose

The purpose of this chapter is to establish a uniform set of requirements for the planning and design of developments within the City in order to achieve the following objectives:

- A. to determine compliance with the provisions of this code;
- B. to promote the orderly development of the City;
- C. to prevent depreciation of land values;
- D. to ensure a consistent level of quality throughout the community;
- E. to ensure a harmonious relationship between new development and the existing natural and manmade surroundings;
- F. to achieve the goals and principles of the City of Hilliard Comprehensive Plan;
- G. to promote consultation and cooperation between applicants and the City in order that applicants may accomplish their objectives in the utilization of land, consistent with the public purposes of this code and the comprehensive plan.

Section 1131-2 Applicability

Site plan review shall be required, as applicable, under the following conditions, unless exempted by *Section 1131-3*:

- A. *Level "A" Review.* The zoning inspector shall review site plans in connection with the creation of a use or the erection of a building or structure in any of the following circumstances:
 - 1. Any "permitted" nonresidential use within any zoning district, if the proposed building is less than 15,000 square feet.
 - 2. Any addition to an existing building or parking area in any zoning district constituting less than a 25 percent increase in size.
 - 3. Changes in the use of any existing building in any zoning district; provided the use is a "permitted" use in that zoning district.
 - 4. When, in the opinion of the zoning inspector, a project which otherwise qualifies for level "A" site plan review does not meet the standards of Section 1131-6, the zoning inspector may, at his/her discretion, submit the site plan to the Planning and Zoning Commission for review. In such cases, the Planning and Zoning Commission shall follow the review procedure for level "B" site plans and may require any additional information needed to make an informed decision.
- B. *Level "B" Review.* The Planning and Zoning Commission shall act upon all site plans, other than those provided for as a level "A" review, in connection with the creation of a use or the erection of a building or structure in any of the following circumstances:

1. Any “permitted” nonresidential use within any zoning district occupying a building of 15,000 square feet or more.
2. Any addition to an existing building or parking area in any zoning district constituting a 25 percent or greater increase in size.
3. Any “conditional” use in any district.
4. Any Planned Unit Development
5. Any multiple family residential or manufactured home community
6. As otherwise required by this code

Section 1131-3 Exemptions

Site plan review shall not be required for a single or two-family dwelling on a lot on which there exists no other building or use, or for any home occupation or accessory building in a residential district. However, a zoning certificate, in accordance with Section 1141-3, shall be required.

Section 1131-4 Application and Review

The process of reviewing a site plan shall be as follows:

A. Level “A” reviews shall be performed by the zoning inspector as follows:

1. One copy of a complete site plan and an electronic version, in a format specified by the City, shall be submitted to the zoning inspector along with an application for that purpose and a fee, as established by the City Council.
2. The zoning inspector shall review the site plan for completeness, and shall obtain comments from City departments or other relevant review agencies or consultants.
3. The zoning inspector shall consider the site plan, any comments received, and the applicable standards of this code, and shall either approve the site plan, as submitted, if all applicable requirements and standards have been met; approve the site plan with conditions; or deny approval of the site plan, if applicable requirements and standards have not been met.
4. The reasons for the zoning inspector’s action, along with any conditions that may be attached, shall be stated in writing and provided to the applicant.
5. If approved, two copies of the site plan shall be signed and dated by the zoning inspector and the applicant. One copy shall be kept on file with the City and one copy shall be returned to the applicant or his/her designated representative. If the plan is approved with conditions, two copies of the revised site plan shall be submitted reflecting those conditions and shall be signed and dated by the applicant and zoning inspector, one copy shall be kept on file with the City and one copy shall be returned to the applicant or his/her designated representative, prior to issuance of any permits.

- B. Level “B” reviews shall be performed by the Planning and Zoning Commission as follows:
1. One copy of a complete site plan and an electronic version, in a format specified by the City, shall be submitted to the zoning inspector along with an application for that purpose and a fee, as established by the City Council. The zoning inspector shall review the site plan for completeness. Incomplete applications and site plans shall be returned to the applicant and shall not be forwarded to the Planning and Zoning Commission. Complete plans shall be distributed, as applicable, to City departments, other relevant review agencies and consultants to obtain comments.
 2. Once the zoning inspector determines that the site plan is complete, the site plan shall be transmitted to the Planning and Zoning Commission for consideration at its next meeting. The zoning inspector shall not be required to submit any site plan for review which is incomplete or which is submitted less than 20 days prior to the next regularly scheduled Planning and Zoning Commission meeting. Comments, if any, from City departments or others shall also be transmitted to the Planning and Zoning Commission prior to its review of the site plan.
 3. The Planning and Zoning Commission shall consider the site plan and shall either approve the site plan, as submitted, if all applicable requirements and standards have been met; approve the site plan with conditions; or deny approval of the site plan if applicable requirements and standards have not been met. The Planning and Zoning Commission review shall be based on the requirements of this chapter, comments received from City departments and others, and, specifically, the review standards of Section 1131-6.
 4. If approved, two copies of the site plan shall be signed and dated by the chairperson of the Planning and Zoning Commission and the applicant. One copy shall be kept on file with the City and one copy shall be returned to the applicant or his designated representative. If the plan is approved with conditions, two copies of the revised site plan shall be submitted reflecting those conditions and shall be signed and dated by the applicant and the Planning and Zoning Commission chairperson, one copy shall be kept on file with the City and one copy shall be returned to the applicant or his/her designated representative, prior to issuance of any permits.

Section 1131-5 Site Plan Requirements

A. *Required Content.* Each site plan submitted shall contain the following information, as applicable:

Table 1131.05 Required Site Plan Content		
Required Information	Level “A”	Level “B”
General Information		
Date, north arrow, and scale	X	X
Name and firm address of the professional individual responsible for preparing site plan	X	X
Name and address of the property owner or petitioner	X	X
Location sketch	X	X
Legal description of the subject property	X	X
Size of subject property in acres or square feet	X	X

Table 1131.05 Required Site Plan Content		
Required Information	Level "A"	Level "B"
Boundary survey	X	X
Preparer's professional seal		X
Existing Conditions		
Existing zoning classification of subject property	X	X
Property lines and required setbacks (dimensioned)	X	X
Location, width and purpose of all existing easements	X	X
Location and dimension of all existing structures on the subject property	X	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X	X
Abutting street right-of-way width	X	X
Location of all existing structures, driveways, and parking areas within 300 feet of the subject property's boundary		X
Existing water bodies (rivers, creeks, wetlands, etc.)	X	X
Existing landscaping and vegetation on the subject property		X
Size and location of existing utilities	X	X
Location of all existing surface water drainage facilities	X	X
Proposed Development		
Location and dimensions of all proposed buildings	X	X
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical parking space and the total number of spaces to be provided), and loading and unloading areas	X	X
Type and location of exterior mechanical equipment	X	X
Setbacks for all buildings and structures	X	X
Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use		X
Flood plain areas and basement and finished floor elevations of all buildings		X
Landscape plan (showing location, size and type of proposed materials)		X
Layout and typical dimensions of proposed parcels and lots		X
Number of proposed dwelling units (by type), including typical floor plans for each type of unit		X
Number and location (by code, if necessary) of efficiency and one, two and three or more bedroom units		X

Table 1131.05 Required Site Plan Content

Required Information	Level "A"	Level "B"
All deed restrictions or covenants		X
Brief narrative description of the project including proposed use, existing floor area (square feet), size of proposed expansion (square feet), and any change in the number of parking spaces	X	X
Engineering		
Proposed method of handling sanitary sewage and providing potable water	X	X
Location and size of proposed utilities, including connections to public sewer and water supply systems	X	X
Location and spacing of fire hydrants and fire department connections		X
Location and type of all proposed surface water drainage facilities	X	X
Grading plan at no more than two foot contour intervals		X
Proposed streets (including pavement width, materials, and easement or right-of-way dimensions)		X
Building Details		
Typical elevation views of all sides of each building type		X
Gross and net floor area	X	X
Elevation views of building additions	X	X
Building height	X	X
Additional Information		
Any other information required by the zoning inspector or Planning and Zoning Commission and/or Board of Zoning Appeals to demonstrate compliance with the review standards or other applicable provisions of this code	X	X

B. *Information Waiver.* Specific requirements of either a Level "A" or "B" site plan may be waived by the respective reviewer (zoning inspector or Planning and Zoning Commission) where it is determined that such information is not applicable to the subject request.

Section 1131-6 Review Standards

A site plan shall be approved only upon a finding of compliance with the following standards:

- A. The site plan must comply with all standards of this chapter, all applicable requirements of this code and all other applicable laws and regulations.
- B. The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.
- C. The site must be designed to minimize hazards to adjacent property, and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the maximum extent possible.
- D. Unless a more specific design standard is required by the City through other provisions of this Code or other City policies, laws and regulations, all uses and structures subject to site plan review shall comply with the following:
1. Traffic Circulation. The number, location, size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, and circulation within the site. In reviewing traffic features, the number, spacing, and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.
 2. Storm Water. Storm water detention and drainage systems shall be designed so the removal of surface waters will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by underground surface drainage system. Low Impact Design solutions, however, such as rain gardens and green roofs are encouraged.
 3. Landscaping. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing unnecessary tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping, buffers or greenbelts may be required to ensure that the proposed uses will be adequately buffered from one another and from surrounding property.
 4. Screening. Where non-residential uses abut residential uses, appropriate screening shall be provided, in accordance with *Chapter 1125*, to shield residential properties from noise, headlights, lighting and glare.
 5. Lighting. Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.
 6. Utility Service. All utility service shall be underground, unless impractical.
 7. Exterior Uses. Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties, and shall be visually and acoustically screened, if reasonably necessary, to ensure compatibility with surrounding properties.
 8. Emergency Access. All buildings and structures, including any fire department connections, shall be readily accessible to emergency vehicles.
 9. Water and Sewer. Water and sewer installations shall comply with all City specifications and requirements.
 10. Signs. Permitted signs shall be allowed, in accordance with *Chapter 1129*, and shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

Section 1131-7 Conditions

Conditions which are designed to ensure compliance with the intent of this code and other regulations of the City of Hilliard may be imposed on site plan approval.

Section 1131-8 Changes to an Approved Plan

Changes to an approved site plan shall be permitted only under the following circumstances:

- A. The holder of an approved site plan shall notify the zoning inspector of any proposed change to an approved site plan.
- B. Changes to a Level “A” site plan may be approved by the zoning inspector.
- C. Minor changes to a Level “B” site plan may be approved by the zoning inspector upon determining that the proposed revision(s) will not alter the basic design or any specified conditions imposed as part of the original approval. Minor changes shall include the following:
 - 1. Reduction in building size or an increase of up to five percent of total approved floor area.
 - 2. Movement of buildings or other structures by no more than ten feet; provided such building or structure meets the required setbacks for the zoning district.
 - 3. Replacement of plant material specified in the landscape plan with comparable materials of an equal or greater size.
 - 4. Changes in building materials to a comparable or higher quality.
 - 5. Changes in floor plans which do not alter the character of the use.
 - 6. Changes required or requested by the City or county, state, or federal regulatory agencies in order to conform to other laws or regulations.
- D. A proposed change to a Level “B” site plan, not determined by the zoning inspector to be a minor change, shall be submitted to the Planning and Zoning Commission as a site plan amendment and shall be reviewed in the same manner as the original application.

Section 1131-9 Expiration

Site plan approval shall expire 12 months after the date of approval, unless substantial construction has been commenced and is continuing. The zoning inspector, in the case of a Level “A” site plan, or the Planning and Zoning Commission, in the case of a Level “B” site plan, may grant one extension of up to 12 additional months; provided the applicant requests an extension, in writing, prior to the date of expiration of the site plan. The extension shall be approved if the applicant presents reasonable evidence to the effect that the development has encountered unforeseen difficulties beyond the control of the applicant, and the project will proceed within the extension period. If the above provisions are not fulfilled or the extension has expired prior to construction, the site plan approval shall become null and void.