

## City of East Moline

### Site Plan Submittal and Review Policy

February 5, 2007

#### I. Purpose

The site plan submittal and review policy is intended to promote the safe, functional and aesthetic development of property and to ensure that proposed development is in conformance with standards of the City Code, the Comprehensive Plan, and good design practices. It is essential that new developments on currently undeveloped land meet established minimum standards for the design of such developments. As such, the site plan review shall consider the location of proposed structures and site improvements to protect existing developments, to ensure adequate provisions for public/private utilities, roads, drainage facilities, and other related infrastructure, and promote the health, safety, and the general welfare of the public.

#### II. Applicability

Site plan submittal, review and approval is required whenever a person, firm, corporation or other group wishes to develop a tract of land or construct a building in the City of East Moline. However, development of the following nature is exempt from this requirement:

1. Single-family or duplex residential housing.
2. Accessory buildings of less than 5,000 square feet.
3. Building additions of which the square footage of the proposed addition is less than 5,000 square feet and less than 20% of the original building square footage.

All earth moving and grading operations which require the filing of a Notice of Intent (NOI) for "General Permit to Discharge Storm Water for Construction Site Activities" with the Illinois EPA will require the submittal and City approval of the site plans, including the erosion control plan and Storm Water Pollution Prevention Plan (SWPPP) per EPA regulations. This is required in all cases when there will be one (1) acre or more of disturbed earth during the proposed construction activity, and in some cases, less than one (1) acre.

If the proposed use is a permitted principal use within that zoning district, city staff will review the site plan. For special uses, the site plan shall require review by city staff and approval of such special use by the Plan Commission. All applications shall have the signature of the property owner, as well as the purchaser/developer, if any.

#### III. Procedure

A completed *REQUEST FOR SITE PLAN REVIEW* form with six (6) copies of the Site Plan(s), two (2) sets of the Storm Water Drainage and Detention Calculations, one (1) reduced-size (11"x17") copy of the Site Plan(s) and any other accompanying documentation shall be filed with the City Planner. The City Planner will determine, in three (3) working days, if all the information is provided and adequate for review. Once all the required information is received, the City Planner shall immediately forward copies of the site plan to the Director of Engineering, Fire Chief and Building Inspections Department for their review and comment. Within fifteen (15) days of receipt of the request, the City Planner will respond to the applicant in writing to either (1) approve the request, (2) give notice of any changes or additional information required for plan approval, or (3) deny the request, giving a specific basis for denial.

If the appropriate officials approve a site plan, a permit may then be issued. If the appropriate officials do not approve a site plan, the applicant may appeal the appropriate officials' decision to the appropriate authority. A notice of appeal must be filed with the City Planner or his / her designee no later than fifteen (15) days after receipt by the applicant of the staff decision.

#### IV. Site Plan Review Standards

The standards of site design listed below are intended only as minimum requirements, so that the general development pattern in the City of East Moline may be adjusted to a wide variety of circumstances and topography, and to ensure reasonable and orderly growth in the City.

- (a) All proposed developments shall conform to the land use policies of the Comprehensive Plan of the City of East Moline, the subdivision ordinance standards and procedure (where applicable), such other city ordinances as may pertain to such developments, and any applicable rules and regulations of the Illinois Department of Transportation, the Department of Health, the Illinois Environmental Protection Agency, the Illinois Department of Natural Resources and other agencies of the State of Illinois.
- (b) Internal roads and streets shall be adequately constructed to accommodate the traffic generated. Entrances and exits on to public streets shall not unduly increase congestion or traffic hazards on the public streets and the proposed site.
- (c) The proposed development shall be designed with appropriate regard for topography, surface drainage, natural drainage-ways and streams, wooded areas, and other naturally sensitive areas which lend themselves to protection from degradation.
- (d) The proposed development shall be designed with adequate water supply, sewage treatment facilities, storm water drainage systems, detention facilities and erosion control features necessary to protect the public health and welfare by not adversely impacting existing public infrastructure. Runoff from development shall not be released into drainage facilities in excess of the existing runoff prior to development, and storm water detention shall be designed as detailed in the site plan requirements stated on page 3.
- (e) The proposed development shall be designed, and the buildings and improvement shall be located within the tract or parcel in such a manner as not to unduly diminish or impair the use and enjoyment of adjoining or surrounding property. To such end, the developer shall provide for such fences, landscaping and other improvements as are proper and necessary to buffer the proposed use from the existing or potential surrounding land uses.
- (f) The proposed development shall be designed not to unduly increase the public danger of fire, explosion, and other safety hazards to the general public and the persons residing or working in adjoining or surrounding property.

#### IV. Information on Site Plan

The purpose of the site plan is to show the facts needed to enable city staff, the Plan Commission and City Council to determine whether the proposed development meets the City's minimum design requirements. The site plan, at a scale of one inch equals twenty (20) feet [1:240] or larger, shall be prepared by a professional engineer licensed in the State of Illinois.

The specific items that are to be shown on the site plan(s) include:

1. Proposed and existing grading at one (1) foot contours.
2. Proposed and existing streets with both paving and right-of-way indicated.
3. Proposed and existing utility, drainage, access, or other easements.
4. Outline of proposed and/or existing building(s) on the site.
5. Proposed and existing paving and/or surfaced area for driveways, parking lots or other uses.
6. All required linear yard dimensions of the requested zoning district and those provided if different from required.
7. The number of parking spaces required and number provided of both standard and ADA stalls.
8. Location and name of adjoining subdivisions, subdivision lots therein, and names of the adjoining landowners.
9. Proposed storm water drainage improvements as designed to accommodate a 10-year storm. All stormwater facilities shall be designed in accordance with the design standards established by the city engineer.
10. Proposed detention facilities as designed to accommodate storm water runoff from the developed site from a 100-year storm with a peak release rate less than or equal to the predevelopment runoff from a five (5) year storm. Adequate spillway provisions shall be provided to transport peak runoff from a 100-year storm assuming the outlet to be plugged.
11. Proposed Erosion Control Plan and Storm Water Pollution Prevention Plan (SWPPP) as required for Illinois EPA NPDES permit, if applicable.
12. Zoning district classification
13. Type, size and location of water supply (including valves, service lines, shut-offs), sewage disposal (including laterals), and storm sewers, including sump pump discharge locations.
14. Proposed or existing sidewalk locations and easements, if appropriate.
15. Proposed and existing landscaping and other existing natural features.
16. Proposed or existing sign location and sign height.
17. Location map, locating the site within the City of East Moline.
18. Proposed and/or existing property lines.
19. Proposed and/or existing fencing and identification of the type and height of fence.
20. Locations of proposed and existing manholes, drainage intakes, utility pole anchors/guides.
21. Front, side, and rear setbacks.
22. The scale, north arrow, legend, notes and date of plans.
23. Proposed and existing features not otherwise mentioned, such as specific recreational areas and equipment, storm water detention areas, ponds, waterways, etc.
24. Construction plans for public or private improvements for streets and sewer in accordance with the City Code.
25. Legal documents such as but not limited to homeowners' association, covenants, agreement contracts or other documents necessary to insure the concept involved, if applicable.
26. Fire hydrant locations - existing and proposed.
27. Building construction type - per the 2003 International Building Code.
28. Building area - each floor and total for entire building.
29. Occupancy type(s) - per the 2003 International Building Code.
30. Is building to be equipped with automatic fire sprinkler system and/or standpipe system? If so, indicate location of fire department connection(s).
31. Elevation plans for exterior vertical and horizontal design of the buildings and sign which are being contemplated. (If required by building department)
32. Street width - public, on-site, and fire lanes.
33. Turning radii, turnarounds, access grades, height of overhead obstructions.
34. Names, addresses, and phone numbers of the engineer, architect, developer, and owner.

Note: Items 26 through 30 are required in order to determine fire hydrant and water flow requirements. Items 33 and 34 are used to determine if accessibility is adequate for fire apparatus.

## REQUEST FOR SITE PLAN REVIEW

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address or General Location of Development: \_\_\_\_\_

Legal Description of Development: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Owner's Name if Different from Applicant: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone No.: \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Developer's/Option Holder's Signature

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### For office use only:

- |  |          |
|--|----------|
| <input type="checkbox"/> Request for Site Plan Review Application      | 1 copy   |
| <input type="checkbox"/> Site Plans                                    | 6 copies |
| <input type="checkbox"/> Storm Water Drainage & Detention Calculations | 2 sets   |
| <input type="checkbox"/> Reduced (11"x17") copy of Site Plans          | 1 copy   |

Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Application received by: \_\_\_\_\_

Plan Commission meeting date (If applicable): \_\_\_\_\_

Filing Fees: <1 acres      \$100.00  
                  ≤1≤10 acres    \$200.00  
                  >10 acres      \$300.00 plus \$5/acre