



POST OFFICE BOX 850 * COWETA, OKLAHOMA 74429. PH. (918) 486-2189 FAX (918) 486-5366

www.cityofcoweta-ok.gov

SITE PLAN APPLICATION

TYPE OF DEVELOPMENT

- | | |
|--|--|
| <input type="checkbox"/> Retail/Commercial
<input type="checkbox"/> Office
<input type="checkbox"/> Industrial | <input type="checkbox"/> Multi-Family Residential
<input type="checkbox"/> Planned Unit Development
<input type="checkbox"/> Other _____ |
|--|--|

NAME OF DEVELOPMENT _____
 LEGAL DESCRIPTION AND ADDRESS OF SITE _____

DEVELOPER _____	ENGINEER/ARCHITECT _____
ADDRESS _____	ADDRESS _____
PHONE _____ FAX _____	PHONE _____ FAX _____

LOT INFORMATION	Frontage <small>Feet</small>	Average Depth <small>feet</small>	Lot Area <small>sq.ft.</small>	Is this lot irregular or a flag lot? <input type="checkbox"/> Yes <input type="checkbox"/> No		
BUILDING SETBACK	Front (from center of street) <small>Feet</small>	Rear <small>Feet</small>	Sides (If corner lot, from center of street) <small>Feet</small>			
SITE INFORMATION	Total Floor Area (non-residential) <small>sq.ft.</small>	Total Standard Parking	Handicap Access. Parking	Loading Berths	No. of Signs	Total Sign Area <small>sq.ft.</small>
RESIDENTIAL INFORMATION	No. of Single-Family Dwellings	No. of Duplex Dwellings		Multi-Family Dwellings		Total Livability Space <small>sq.ft.</small>
				1BRM Units	2+BRM Units	

Please submit the completed application form and \$100.00 application fee, along with the requirements in Ordinance 692 and if part of a Highway 51 Corridor Overlay District Guidelines (Ordinance 588) F 1-15 thereof, to the Coweta City Planner. All Site Plans are reviewed by the Technical Advisory Committee. **The applicant and/or the applicant's consultant should attend the Technical Advisory Committee meeting at which the Site Plan will be reviewed.**

APPLICANT SIGNATURE _____ DATE _____

FOR INTERNAL OFFICE USE

TAC MEETING DATE _____	CITY REVIEW MEETING DATE _____
SUBMITTAL DATE _____	ZONING DISTRICT _____
FEE RECEIPT NUMBER _____	APPROVED _____ DENIED _____

CHAPTER 25
SITE PLAN REVIEW

The petitioner or developer shall submit to the Community Development Department or its designated authority, a site plan for any building to be constructed in the CN, CG, CH, IL, IH, RD or RM-1 district showing a unified and organized arrangement of the building and/or buildings, off-street parking, points of egress or ingress, internal traffic circulation, advertising signs, service facilities, utility locations, curb lines, neighboring curb cuts, and utility poles (if any) which are feasible with the property on which the building or buildings are proposed and which planned development shall minimize any adverse effect of the development on the property surrounding development. The plan must contain information showing compliance with requirements of this section and all other applicable City codes and ordinances. The Community Development Director may delegate and assign the review and approval of said site plan to Staff, with an appeal from denial by Staff to be made to the City Manager and thence to the City Council.

Section 2510 Authority

The Community Development Director of the City of Coweta has the authority to approve, approve with conditions, or deny site plans required to be submitted for approval under this section. A denial of a site plan can be appealed to the Coweta City Council upon written letter of appeal filed with the City Manager's Office within 10 days of the decision of denial.

Section 2515 Purpose

Plan review and approval is required to ensure that the use and development of land as authorized under this ordinance is undertaken in an orderly and proper manner that furthers the public health, safety and welfare and makes adequate provision for assuring the availability of appropriate public and private services and amenities and for minimizing the adverse effects of such development.

The design, orientation and location of open spaces, buildings, structures and signs visible from public streets, places and ways has a material and substantial relationship to property values and the taxable values of property in the City and the cost of the municipal services provided thereto. Further, the lack of planning, neglect of proper maintenance standards and the erection of buildings and structures unsuitable to and incompatible with the character of the neighborhood or area results in the deterioration of property values.

Therefore, it is the policy of the City of Coweta that these regulations be adopted to avoid and prevent deterioration of the function, character and appearance of the City and provide a favorable environment for residents and businesses, and to preserve and enhance the property values and the general public welfare.

Section 2520 Approved Plan

Site Plan approval shall be required for multiple family and nonresidential development under the following intended situations:

- A. Any new principal structure intended and designed for nonresidential or multi-family occupancy (or complete redevelopment of any site for nonresidential or multiple family uses) or the use of land for non-residential purposes.
- B. Where an existing principal structure erected prior to the date of adoption of this ordinance is proposed to be expanded, for which the sum total of gross floor area expansion(s) since the date of this ordinance are equal to or greater than twenty five (25) percent of the total gross floor area of said structure.
- C. Any new or modified building and/or site improvements for a zoning lot that has previously received site plan approval under this ordinance, re-approval of the plan is required for components of the plan which depart from the approved site plan. The extent of changes to be incorporated in the submittal for re-approval shall be determined by the Director of Community Development.
- D. A site plan shall not be required exclusively as a change of use except where such change of use results in increased off-street parking requirements which cannot currently be met on the site.
- E. These requirements exclude the legal reconstruction of legally non-conforming buildings, when such buildings and related improvements are substantially restored to their prior condition.

Site Plan review is not required as part of a planned unit development approval but may apply to development of individual sites within the planned unit development if the lot has been sold to another owner for development, as controlled by the ordinance granting planned unit development approval.

Section 2525 Initiation

Plan approval shall be initiated by the owner of the property, or the owner's agent, for which plan approval is sought.

Section 2530 Procedure for Initiation

- A. The owner of the property for which a zoning amendment or special exception permit is sought (requiring site plan approval above) shall file an application for site plan approval along with such application along with such application for a zoning amendment or special exception permit.
- B. The owner of the property for which a building permit is sought (requiring site plan approval above) and which development has not been approved under the requirements of this section, shall file an application for site plan approval along with an application for zoning approval or building permit.

C. The owner of the property, or a duly authorized representative of the owner, shall file an application for site plan approval with the Community Development Department. It shall be accompanied by a nonrefundable fee established from time to time by the City Council and shall contain the following information.

1. A completed application form provided by the Community Development Department.
2. Three (3) copies of all full sized documents and drawings. For all graphic and plan drawings, a scale of not less than one inch equals one hundred feet (1" = 100') shall be used. In no event shall individual sheets or drawings exceed thirty (30) inches by forty two (42) inches. In addition, Twenty (20) sets of reduced copies sized eleven inches (11") by seventeen inches (17") shall be submitted. All sets of drawings submitted shall be folded.
3. The names and addresses of the persons responsible for preparing the plan.
4. The present zoning of the site and abutting property.
5. An existing conditions map shall show the location, dimensions, size and height of the following, as applicable:
 - a. Sidewalks, streets, alleys, easements and utilities, including street lighting and underground conduits for street lighting.
 - b. Buildings and Structures
 - c. Septic fields, wells and public sewer and water systems.
 - d. Slopes, particularly slopes in excess of 15% and terraces and retaining walls.
 - e. Driveways, entrances, exits, parking areas and sidewalks.
 - f. Fire Hydrants.
 - g. Recreation areas and public use space.
 - h. Natural and artificial watercourses and bodies of water and wetlands.
 - i. Limits of flood plains.
 - j. Significant geological features.
 - k. Underground Storage Tanks

- l. Oil Wells: active or abandoned
- m. General alignment and lengths of all streets and all property lines.
- n. All building restrictions: highway setback lines, easements, covenants, reservations and right of ways.
- o. Date, scale and north arrow.
- p. Existing development on the site including off-street parking and loading areas and other improvements, as applicable.
- q. Distances between buildings.
- r. Calculations of the following: number of dwelling units or square footage of non-residential uses; number and location of parking spaces; number and location of loading spaces; total land area; total landscaped area; total open space; total impervious surface.
- s. Plans for collecting and depositing storm water and the method of treatment of natural and artificial watercourses.
- t. Indication of proposed grading, surface drainage, terraces, retaining wall heights, grades on paved areas and ground floor elevations and structures. Filing of an Earth Change Permit required prior to engaging in earth moving activities.
- u. A landscape plan showing the location, names and area coverage of trees, shrubs and ground cover to be planted and the areas to be retained in natural vegetation, in accordance with Chapter 24 of the Coweta Zoning Code.
- v. Any locations intended for the outdoor display or storage of goods and merchandise.
- w. A lighting plan indicating all exterior building mounted and free standing lights and structures including overall height, type of lamp, and luminaries.
- x. Elevations and compliance with Chapter 18 of the Coweta Zoning Code regarding signage.
- y. Architectural elevations of all buildings proposed for the site demonstrating building material and color scheme.

All documents and information submitted as part of an application for site plan approval constitute a statement by the applicant that he/she intends and agrees to be bound to develop in accord with such information upon approval.

Section 2540 Notice Requirements

Site plans do not require any form of public notice, however a site plan application concurrently filed with an application for a zoning amendment or an application for a Board of Adjustment public hearing shall state that site plan approval is sought as part of the public notice of the zoning amendment and/or special exception/variance amendments.

Section 2545 Procedure for Decision

Plans which are filed with an application for zoning amendment or with an application to the Board of Adjustment shall be processed as a part of the zoning amendment or Board of Adjustment application. All other site plans shall be approved under the following procedure.

A. Community Development Director Recommendation

Within sixty days of the date the site Plan is first filed at the Community Development office for action, the Community Development Director may recommend approval, approval with conditions, or denial of the site plan. If the Community Development Director fails to approve the site plan within ninety (90) days after the site plan is first filed at the Community Development office, the Community Development Director shall be deemed to have recommended denial, unless such date is extended as mutually agreed upon by the applicant and the Community Development Director.

B. City Council Action

Recommendations of denial by the Community Development Director may be appealed by the applicant to the City Council within 10 days of the denial recommendation. A written letter of appeal shall be filed with the City Manager of the City of Coweta. The appeal will be placed on the next available City Council agenda for discussion.

Section 2550 Standards for Plans

In reviewing and determining whether to approve or disapprove a plan, the Community Development Department, City Manager and City Council if necessary shall consider those factors listed below which it determines to be applicable to a given plan.

- A. The application shall comply with the provisions of this ordinance and other ordinances of the City and of any other applicable laws.
- B. The plan shall be in reasonable conformity with the Comprehensive Plan.

- C. Reasonable provision shall be made to ensure that development will be served by essential public facilities and services such as highways, streets, parking spaces, police and fire protection, drainage structures, refuse disposal, water and sewers.
- D. Any building or structure shall be reasonably accessible to fire, police, emergency and service vehicles. When deemed necessary for access, emergency vehicle easements shall be provided. The access for fire, police and emergency vehicles shall be unobstructed at all times.
- E. Adequate provision shall be made to ensure the compatibility of the proposed development, including mass, scale, site layout and site design with the character of the surrounding property and the neighborhood, including:

1. Relationships of Buildings to Sites

- a. The site shall be planned to achieve a desirable transition to the street, provide for adequate planting, safe pedestrian movement, and off-street parking areas.
- b. Parking areas should include innovative ways to significantly screen the parking areas from views from public right of ways.
- c. Without restricting the permissible limits of the applicable zoning district, the height and scale of each building shall be compatible with its site and existing (or anticipated) adjoining buildings.

2. Building Design

- a. Structures shall be in scale and harmonious with adjoining buildings.
- b. Materials shall be selected for their harmony of the building and adjoining buildings. Materials shall also be selected for suitability to the type buildings and the design in which they are used.
- c. Materials shall be of durable quality.
- d. Exterior lighting shall be part of the architectural concept and fixtures, standards and exposed accessories shall be harmonious with the building design.

3. Signs

- a. Every sign shall be designed as an integral architectural element of the building and site to which it principally relates.
- b. The colors, material and illumination of every sign shall be compatible and harmonious with the building and site to which it principally relates.

- c. Each sign shall be compatible with signs on adjoining premises and shall not compete for attention.
- d. All signs shall comply with Chapter 18 of the Coweta Zoning Code.
- F. Open Space provided is configured to make that open space usable, functional and appropriate to the development proposed.
- G. Streets and sidewalks shall, insofar as reasonably practicable, provide access and good traffic circulation to and from adjacent lands, existing streets and sidewalks.
- H. Provision shall be made to ensure that adequate access roads or entrance or exit drives will be provided and will be designed and improved so as to prevent traffic hazards or problems and to minimize traffic congestion in public streets. Curb cut permits are required as additional approval processes.
- I. Adequate provision shall be made to ensure that the vehicular circulation elements of the plan are feasible.

Section 2555 Conditions on Plans

The Community Development Director or City Council if necessary in consideration of any site plan may impose certain conditions in granting plan approval to minimize any negative impacts or minimize any adverse impacts due to the development.

Section 2560 Modifications of Plans

Changes to site plans require reconsideration and re-approval by the Community Development Director as provided in this section.

Section 2565 City's Authority to Retain Outside Professional Services

In accordance with applicable state and local law, the City may retain professional assistance from outside the City staff in the review of information submitted pursuant to this Section, or as otherwise required by the Director of Community Development to carry out the purpose of the same. All reasonable costs incurred as a result of such professional assistance shall be borne by the applicant.