

Site Plan Checklist
Ordinance #457
Effective Date: July 2023



3.120 SITE PLAN REQUIREMENTS

Purpose/Intent:

The purpose of this provision is to prevent development within the Town of White Bluff that creates undesirable conditions for residents, such as creating inadequate traffic and pedestrian circulation patterns and contributing to unnecessary congestion.

The site plan's purpose is to allow applicants to demonstrate compliance with the regulations of the Town of White Bluff by demonstrating their intent to obtain maximum convenience, safety, economy, and identity in relation to adjacent sites while providing maximum flexibility for expansion, change in use, and adaptation to individual needs.

To accomplish this purpose, the Town of White Bluff requires applicants desiring to build within the corporate limits of the Town to submit scaled and thorough drawings by a professional competent of such design, according to the particular types of development proposals, to the White Bluff Municipal Planning Commission. Please note that town staff and the Planning Commission may require information not listed.

A. Applicability.

1. The site plan requirements shall apply to all development projects that are commercial, industrial, or multi-family in nature.
2. Planned Unit Developments, Mobile Home Parks, and Multi-Family Developments have additional requirements in addition to those listed below.

B. Exemptions:

The following developments may be administratively approved by the Town of White Bluff staff. Specific items required prior to permitting, that are not contained in this Zoning Ordinance, may be necessary.

1. Single family dwellings.
2. One structure, containing two independent dwelling units.
3. Minor additions to a principal structure that are not greater than 25% of the principal structure size, to a maximum of 2,000 square feet.
4. Accessory structures that are less than 1,000 square feet in size
5. Accessory structures that are no more than 10% of the principal structure's size, to a maximum of 1,500 square feet.
6. Site plan modifications that do not increase or decrease the number of parking spaces on site by more than 10% of the required number, or the number established by the Board of Zoning Appeals.
7. The use of the property or structure is not being changed.
8. There is no reduction or deletion of the landscaping area(s) or number of plantings, except as may be necessitated by the construction of the building addition.

C. Final Site Plan Required Features

1. Scale of no smaller than 1"=100ft.
2. Date and stamp of the professional designing the site plan.
3. True North symbol
4. Vicinity Map
5. Name of Owner
6. Name, address, and phone number of the site plan designer
7. Graphically depict required setbacks.
8. Tax Map and Parcel Number of the subject property.
9. Zoning Designation
10. The actual shape, location, and dimensions of the lot.
11. Topographical contours at no more than 5' intervals
12. Topographical features of importance (including, but not limited to, streams, rivers, creeks, sinkholes, depressions, etc.)
13. Graphically depict required setbacks.
14. Dimensions of parking spaces
15. Label areas intended for loading and unloading materials, cargo, etc.
16. Indicate parking aisle widths.
17. Indicate the intended circulation of traffic on-site.
18. Indicate the location and width of all driveways, existing and proposed.
19. Clearly denote areas of required buffers, with details on the type of planting.
20. Include landscaping plan, with details of type and location of landscaped areas.
21. Clearly indicate the location of all signs proposed on-site, including design details such as size and lighting elements.
22. Include drainage plans.
23. Proposed means of surface drainage.
24. Indicate the location of existing utility lines
25. Indicate the proposed location of utility lines.
26. Identify the location of all existing easements and rights-of-way
27. Identify the location of proposed easements and rights-of-way
28. Location of any proposed outdoor sales or display areas.
29. Positions fences and walls, with materials identified.
30. Location of waste storage areas, with associated screening details
31. Location of Central Mailbox Units

D. Required Site Data Notes

32. Purpose Note: The existing and intended use of the lot and all structures upon it.
33. Zoning Designation
34. Proposed total building coverage.
35. Typical lot inset, demonstrating setbacks.
36. Height of all proposed structures on site.
37. Total impervious surface coverage of lot
38. Total building square footage
39. Total number of parking spaces, with ADA accessible spaces clearly labeled.
40. Flood note as required by the National Flood Insurance Program, indicating location of areas subject to flooding