

Article 16

SITE PLAN APPROVAL

ADOPTED: December 10, 2013

CASE NUMBER: TA131202

ORDINANCE NO. 9653-2013

ARTICLE 16: SITE PLAN APPROVAL

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SECTION 1 – PURPOSE

16.1.1 The purpose of site plan approval is to insure compliance with the requirements of this ordinance, to promote better site design, to integrate projects more effectively into their surrounding environment, to prevent the impairment or depreciation of property values, to improve internal vehicular and pedestrian circulation, to encourage quality and innovative site planning techniques, and to protect and enhance the overall general public welfare.

SECTION 2 – APPLICABILITY

16.2.1 Site Plan approval shall be required for any application for a project involving:

- A. A multi-family residential use;
- B. Certain uses requiring a specific use permit as indicated in the Use Schedule in Article IV “Permissible Uses”;
- C. A rezoning to a planned development zoning district or an amendment to a planned development zoning district;
- D. Construction in a planned development zoning district;
- E. Adjacent to a FEMA designated floodplain or natural drainage features;
- F. Construction in a designated Corridor Overlay District as defined in Article 7, “Special Districts”; *or*
- G. A Unified Multi-Family Development. (see Section 6.13.1)

16.2.2 For those Specific Uses not requiring the submittal of a site plan in the Use Schedule, either the Planning and Zoning Commission or City Council may still require the submittal of same prior to their final action if it is determined that a site plan might be advantageous in the review of the application.

16.2.3 Development on un-platted property shall comply with the requirements of Article 17, “Concept Plans” where applicable.

SECTION 3 – APPROVAL AUTHORITY

16.3.1 All required site plans shall be approved pursuant to the procedures outlined in Article 1.11 “General Procedures”.

16.3.2 The City Council shall review and approve site plans required for items **listed** in Subsection 16.2.1- of this Article, subject to the requirements of Article 1.11 “General Procedures,” and site plans for planned development zoning districts, which have been appealed to the City Council per Section 7.1.8.D. of this Code. Administrative approval by the **Development Review Committee** and Planning Director shall be allowed for all other site plans.

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SECTION 4 – APPROVAL CRITERIA FOR SITE PLANS

- 16.4.1 Site Plans that go to the Planning and Zoning Commission for approval may have additional stipulations placed on them by City Council. In approving or denying a site plan submitted under this article, which is forwarded to the Planning and Zoning Commission and City Council for approval, the following criteria shall be considered:
- A. Safety of the motoring and pedestrian public using the facility and area surrounding the site.
 - B. Safety from fire hazards and measures of fire control.
 - C. Protection from flooding and water damage.
 - D. Noise and lighting glare elements and effect of such on adjacent neighbors.
 - E. Relation of signs to traffic control and effect on adjacent properties.
 - F. Adequacy of streets to accommodate the traffic generation of the proposed use.
 - G. Adequacy of off-street parking and loading facilities for the uses specified.
 - H. Appropriateness of ingress and egress points for access, parking and loading and protection of the public health by surfacing on all parking areas to control dust.
 - I. Landscaping and screening provisions appropriately placed per code requirements.
 - J. Site coverage by structures and other improvements and resulting impact assessed as to conformance with code requirements.
 - K. Sitting of structures and other improvements relative to required setbacks, height limitations, and other density and dimensional requirements; and
 - L. Such other measures as might secure and protect the public health, safety, morals and general welfare.
 - M. Demonstrate compliance with architectural requirements specified for a special district.

SECTION 5 – INITIAL SUBMISSION FOR SITE PLANS

- 16.5.1 All site plans shall be submitted for review by the Development Review Committee (DRC). For the initial project submission, the applicant shall be responsible for providing the following:

Paper copies of each project element (i.e. dimensional control plan, landscape plan, grading plan, building elevations, etc.) at the required size of 24" x 36"; drawn to an appropriate engineering scale; folded to 9" x 12" with the project title or identifier facing out; and indicating, at a minimum,

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the information as identified in Article 16 “Site Plan Approval”, Section 7 “Site Plan Content”.
(The number of copies required is referenced in the Development Application Form prepared by the Planning Division of the Planning and Development Department.)

SECTION 6 – SUBMITTAL REQUIREMENTS FOR SITE PLANS

16.6.1 For the final project submission (to receive final signatures of approval), the applicant shall be responsible for providing the following: (The number of copies required are referenced in the ***Development Application Form prepared by the Planning Division of the Planning and Development Department***).

A legible bond paper copy of each project element at 8 1/2” x 11”; and,

Unfolded ***paper*** copy of each project element at the required size of 24” x 36”, and drawn to an appropriate engineering scale, as required;

Reproducible mylar(s) (specifically being a polyester sepia) of each project element at the required size of 24” x 36”, drawn to an appropriate engineering scale, as required, indicating at a minimum the information as identified in Section 7 “Site Plan Content”, in this Article.

SECTION 7 – SITE PLAN CONTENT

16.7.1 A SITE PLAN SHALL INCLUDE.

- ✓ Sheet size of 24” x 36”
- ✓ North arrow shown
- ✓ Appropriate engineering scale (Maximum of 1” = 100')
- ✓ Date of submission
- ✓ Vicinity map
- ✓ Signature and seal of engineer, architect, or landscape architect preparing the plan, name, address, telephone number of owner of land and developer

16.7.2 SITE DEVELOPMENT DATA.

- ✓ Site acreage indicated
- ✓ Acreage of each land use
- ✓ Residential density indicated
- ✓ Location of zoning districts
- ✓ Exterior masonry content
- ✓ Paving detail
- ✓ Percentage of site landscaping
- ✓ Screening wall and dumpster enclosure detail
- ✓ Surrounding land uses shown
- ✓ Location of 100 year floodplain and floodway
- ✓ Number of acres within 100 year floodplain indicated
- ✓ Dimensions & locations of perimeter property lines shown
- ✓ Location of:
 - Proposed building shown

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- Points of ingress/egress
- Existing & proposed street & sidewalks shown

16.7.3 BUILDINGS.

All proposed/existing structures shown on the site plan with perimeter dimensions and their existing/proposed use (similar to an architect's dimensional control plan), and drawn to an appropriate engineering scale.

Renderings: Renderings are not required, but may be submitted to better illustrate the proposed development. Applicant/Owner should understand, however, that such renderings could become a binding exhibit for development purposes, and that renderings should accurately reflect the intended structure and design.

- ✓ All setbacks must be identified
- ✓ Minimum distance between buildings must be shown
- ✓ Elevation drawing of all building facades are to be shown denoting facade materials and dimensions, drawn to an appropriate engineering scale.

16.7.4 PARKING.

- ✓ Number of stalls shown
- ✓ Type of surface indicated
- ✓ Individual stalls shown
- ✓ Dimensions shown for aisle width, driveways, stall size & curb return radii (*typical acceptable*)
- ✓ Dimensions shown for maneuvering areas

16.7.5 GENERAL.

- ✓ Location of all curb lines and distance of property lines shown
- ✓ All proposed buffering or fencing indicated, including height and type of material shown
- ✓ Trash receptacles with screening fence shown (as applicable)

All dumpster locations are to be coordinated with the Grand Prairie Disposal Company regarding accessibility, locational criteria or other applicable standards prior to submittal.

16.7.6 SITE LAYOUT.

- ✓ Adjacent subdivision names
- ✓ Approximate location of adjacent lot lines shown
- ✓ Contours at intervals equal to currently approved Public Works contour maps of the City, or five (5) foot contours, whichever is less. (If plat not provided)
- ✓ Fire Hydrant Location Plan and proposed fire lanes shown (lane widths and striping delineated)

16.7.7 EXISTING AND PROPOSED STREETS.

- ✓ Rights-of-way shown and dimensioned with centerline indicated

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- ✓ Street widths, showing curb lines of both sides of the street
- ✓ Medians shown
- ✓ Median breaks shown
- ✓ Traffic impact analysis (if applicable)

16.7.8 LANDSCAPING

- ✓ Landscaping plan drawn to the same engineering scale as the site plan
- ✓ Location of each element of landscaping indicated or proposed
- ✓ Description or name of each landscape element included:
 - Differentiate between existing vs. proposed elements;
 - Number and size of each type of plant material indicated;
 - Height of proposed planters, sculptures, decorative screens or berms and their slopes.

16.7.9 DRAINAGE AND/OR GRADING PLAN

(If required, drainage plans shall be submitted to the Engineering Division for review)

- ✓ Drainage Plan attached, drawn to an appropriate Engineering Scale
- ✓ Show Q (quantity of water generated on- or off-site)
- ✓ Directions of flow shown
- ✓ Points of drainage shown
- ✓ Velocity at point of discharge indicated
- ✓ All of the above in conjunction with existing and proposed topographic elevations

16.7.10 OVERLAY DISTRICT DEVELOPMENT.

For the purpose of demonstrating compliance with Corridor Overlay District requirements, all site plan submittals for development located within a designated Corridor Overlay District, as defined in Article 7, "Special Districts", shall contain additional information listed in the "Site Plan Review Checklist for Overlay District Development" contained in [Appendix "F"](#) of this Code.

SECTION 8 – ADMINISTRATIVE SITE PLAN

16.8.1 The Development Review Committee, Planning Director or designees shall have the responsibility to approve or deny site plans required for items under Subsection 16.2.1.A and 16.2.1.D of this Article, subject to appeal pursuant to Section 7.1.8.D of this Code and/or Article 1.11 "General Procedures."

SECTION 9 – APPROVAL CRITERIA FOR ADMINISTRATIVE SITE PLANS

16.9.1 In approving or denying a site plan submitted under this Article, the following criteria shall be considered per the currently adopted Unified Building Code:

- A. Safety from fire hazards and measures of fire control.

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- B. Protection from flooding and water damage.
- C. Noise and lighting glare elements and effect of such on adjacent neighborhoods.
- D. Adequacy of off-street parking and loading facilities for the uses specified.
- E. Appropriateness of ingress and egress points for access, parking and loading and protection of the public health by surfacing on all parking areas to control dust.
- F. Landscaping and screening provisions appropriately placed per code requirements.
- G. Site coverage by structures and other improvements and resulting setbacks, height limitations, and other density and dimensional requirements.
- H. Sitting of structures and other improvements relative to required setbacks, height limitations, and other density and dimensional requirements.

16.9.2 Administrative Site Plans submitted to the Development Review Committee for approval must meet the minimum standards of this ordinance. Site Plans that are not approved shall first receive automatic appeal to the Planning and Zoning Commission according to the requirements pursuant to Article 20 "General Procedures", and thereafter, if requested by the applicant, to the City Council.

SECTION 10 – SUBMITTAL REQUIREMENTS FOR ADMINISTRATIVE SITE PLANS

16.10.1 The Site Plans shall be a minimum of 24" x 36" in size and drawn to scale and sealed by a registered architect or engineer showing the following: (Reference Appendix I "Submittal Requirements" of this Code for submittal requirements.)

- A. Property lines with dimensions.
- B. Legal description of subject property.
- C. Width of any adjacent Right-Of-Way and street names(s).
- D. North Arrow.
- E. Existing easements labeled with dimensions.
- F. Dimensions and locations of all existing and proposed buildings and land uses (including accessory structures and uses, parking and loading spaces, driveways, curb cuts, sidewalks, etc.) All setback lines and distances from property lines.
- G. Any site grading and/or drainage information ascertained by Public Works to be necessary.
- H. Elevations showing facade materials, building height and any other relevant information.

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- I. Paving Detail.
- J. Screening Detail.

SECTION 11 - AMENDMENTS TO APPROVED SITE PLANS

16.11.1 Any application for such amendment, supplement or modification shall contain the information specified in this section and shall be processed in accordance with the procedures set forth in this Ordinance, except that the Director of Planning or designee may authorize minor modifications in the site plan that do not:

- A. Alter the basic relationship of proposed development to adjacent property.
- B. Change the uses permitted.
- C. Increase the maximum density, floor area or height.
- D. Decrease the amount of off-street parking, unless the parking remains sufficient in number and conforms to ordinance.
- E. Reduce the minimum yards or setbacks.
- F. Not be in conflict or non-conformance with the intent of the Comprehensive Plan, Planning and Zoning Commission, or City Council conditions or manner of approval.
- G. Detrimentally change or alter the characteristics of the elevation drawings or site plan as approved, but rather allow for some flexibility in minor modification to same.

SECTION 12 – STREET NAMING AND ADDRESSING FOR MULTI-FAMILY SITE PLANS

16.12.1 All street names for multi-family developments must be approved by the City of Grand Prairie for all public right-of-ways, private dedicated right-of-ways, private roads, or private access easements. Multi-family site plans must show and name any proposed internal streets. The Planning Department may assign a multi-family complex with a main address from a dedicated public thoroughfare. The City of Grand Prairie will not release final addressing for any multi-family development until the development has an approved Site Plan by the City Council and the property is platted in accordance with Article 12 of the Unified Development Code (UDC).