



City of Highland
Building and Zoning

SITE PLAN REVIEW APPLIATION

Procedures

Sec. 90-63. - Site plan—Review procedures.

(a) Pre-application conference. Prior to application, a pre-application conference shall be held pursuant to section 90-57.

(b) Staff review. Following application submittal, site plan reviews shall be performed by the zoning administrator or his or her designated appointee(s), and all other department heads and agencies having jurisdiction over the development site.

1.-The site plan review will verify that that the site plan complies with the following:

A.) All underlying zoning district requirements within which the site is located are adhered to, either outright or as a result of a previously approved zoning variance;

B.) Any required Special Use Permit has been approved and any Special Use Permit conditions have been met or will be met (per Chapter 90, Division 5) and shown on the site plan;

C.) All Site Plan submission requirements per Section 90-64 have been met or will be met as shown on the site plan;

D.) All Site Plan development standards per Section 90-65 have been met or will be met as shown on the site plan; and

E.) An assessment as to whether the site plan meets the following standards:

(i) The extent to which the proposal conforms to this chapter and the city's comprehensive plan;

(ii) The extent to which the development would be compatible with the surrounding area;

(iii) The extent to which the proposal conforms to the provisions of the city's land development code;

(iv) The extent to which the proposal conforms to customary engineering standards used in the city; and

(v) The extent to which the location of streets, paths, walkways, and driveways are located so as to enhance the safety and minimize any adverse traffic impact on the surrounding area.

2. Within ten (10) business days of the site plan application submittal, the zoning administrator or designee shall provide the applicant or his or her representative with a written list of comments, corrections, or deficiencies identified on the site plan.



City of Highland Building and Zoning

3. The applicant may take any time necessary to address any comments, corrections, or deficiencies on the site plan. However, no building permit shall be issued until a revised plan has been submitted and reviewed for compliance with this section by the zoning administrator.
4. Upon resubmittal, the corrected site plan shall be accompanied by a written response to all zoning administrator comments. Any instance where the applicant disagrees with or is otherwise unable to adhere to a correction or deficiency on the site plan shall be identified and explained in writing as to why it cannot be met.
5. If the zoning administrator determines that all comments, corrections, or deficiencies are addressed, the site plan shall be approved and be deemed eligible to apply for a building permit.

(c) Appeals.

1. If the zoning administrator determines that comments, corrections, or deficiencies remain on the resubmittal, the following shall occur:
 - A. The applicant and zoning administrator shall have an opportunity meet to discuss any correction or deficiency and make changes to the site plan as mutually agreed to be satisfactory and appropriate.
 - B. If mutual agreement cannot be reached between the applicant and the zoning administrator, the zoning administrator shall provide a written decision to the applicant as to why the site plan cannot be approved as submitted within five (5) business days.
 - C. In such case that the applicant alleges that there is an error in any order, requirement, decision or determination made by the zoning administrator in the enforcement of the city's regulations or interpretation of the city's comprehensive plan, the applicant may appeal a site plan determination to the city manager or his/her designee for consideration of approval. The request for review by the city manager or designee shall be accompanied by a complete description of the error(s) alleged.
 - D. Appeals must be filed by the applicant within ten (10) business days following the zoning administrator's written decision, be in writing, and filed with the administrative official. The protest shall specifically state how the application, as initially filed, or subsequently modified, fails to meet the criteria set forth in the regulations. The city manager or designee may affirm, reverse, modify, in whole or in part, any determination of the zoning administrator. Such action shall be taken within 30 days from receipt of said appeal.

EXHIBIT "A"
CITY OF HIGHLAND, ILLINOIS
Site Plan Application

Return Form To:
Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-5570(fax)

For Office Use Only:
Date Submitted: _____
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Public Hearing Date: _____

APPLICANT INFORMATION:

Applicant: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____
Owner: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____

PROPERTY INFORMATION:

Address of Property: _____

Legal Description: _____

Present Zoning Classification: _____ Acreage: _____

Present Use of Property: _____

Proposed Use of Property: _____

ADJACENT ZONING AND LAND USE:

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

<i>Does the proposed site plan meet the following criteria? If yes, attach a separate sheet explaining why (To be completed by the applicant).</i>	Yes	No
A. Does the proposal conform to the City's Zoning Code and the City's Comprehensive Plan?		
B. Is the development compatible with the surrounding area?		
C. Does the proposal conform to the provisions of the City's Land Development Code?		
D. Does the proposal conform to customary engineering standards used in the City?		
E. Does the proposal enhance safety and minimize any adverse traffic impact on the surrounding area relative to the location of streets, paths, walkways, and driveways		

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. Site Plan Checklist (see Exhibit "Aa")
3. A current plat, site plan, survey, or other professional illustration. Quantity to be determined by the Zoning Administrator.
4. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
5. Application fee.
6. A stamped copy from the Madison County Maps and Plats Department identifying all property owners within 250 feet of the subject property (see Exhibit "B").
7. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).

Applicant's Signature

Date

EXHIBIT "Aa"
CITY OF HIGHLAND, ILLINOIS
Site Plan Checklist

1. Name of Project: _____
2. Location of Project: _____
3. Name of Owner: _____
4. Name of Person who prepared the Site Plan: _____
5. Type of development plan (circle one): Preliminary Site Plan Final Site Plan
6. Instructions: The following checklist is to be completed by the applicant and reviewed by Administrative Official, or her designee, and shall accompany the Site Plan when it is submitted to the Combined Planning and Zoning Board. All development plans shall be prepared by an architect or landscape architect registered in the State of Illinois, or by a professional engineer licensed in the State of Illinois. The site plan shall include the following data.

General Site Plan Review Check List Items	YES	NO
<i>Does the Plan contain the requirements pursuant to Article II Division 3 and the following requirements of the City's Zoning Code:</i>		
A. All off-street parking and loading requirements in accordance with Article V?		
B. All landscape, tree preservation and buffering/screening requirements in accordance with Article IX?		
C. All special use application requirements in accordance with Article 2 Division 5, if applicable?		
D. Additional information requirements as requested by the City's Zoning Code?		
E. All applicable requirements of the City's Land Development Regulations as they apply to the development?		

Specific Site Plan Review Check List Items	YES	NO
<i>Does the Plan contain the requirements Pursuant to Section 90.064 as follows:</i>		
A. The seal and signature of the professional who prepared the drawing(s) on the plan?		
B. Name of the project, address, boundaries, date, north arrow and scale of the plan		
C. Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect.		
D. Name and address of all owners of record of abutting parcels.		
E. A survey of the site sealed by certified surveyor registered in the State of Illinois showing the existing lot lines, easements, and rights-of-way and including the area in acres or square feet of the project site and all abutting lots.		
F. The location and use of all existing and proposed structures within the development. Include all dimensions of height and floor area, and show all exterior entrances and all anticipated future additions and alterations.		
G. The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs and fences. Location, type, and screening details for all waste disposal containers shall also be shown.		
H. Location, height, intensity (measured in foot-candles), and bulb type (e.g., fluorescent, sodium, incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown.		
I. The location, height, size, materials, and design of all proposed signage.		
J. A table containing the area of structure to be used for a particular use, maximum number of employees, maximum seating capacity and number of parking spaces existing and required for the intended use.		
K. Architectural elevations of all building faces drawn to scale depicting the design, scale, color and description and location of the proposed exterior building materials.		
L. A landscape plan, pursuant to Article IX, showing the location of the existing and proposed vegetation and a table listing the quantity, type and caliper/dimension of all plantings.		
M. The location of all present and proposed utility systems including: <ol style="list-style-type: none"> 1. sewerage system; 2. water supply system; 3. gas, telephone, cable and electrical systems; 4. storm drainage system including existing and proposed drain lines 5. culverts, catch basins, head walls, end walls, hydrants, manholes, and drainage swells? 		

Specific Site Plan Review Check List Items	YES	NO
N. Comments or approval letters from the appropriate agencies and jurisdictions, which may include, but not limited to, water, sewer, gas, electric, IDOT , soil and water, etc.		
O. Plans to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.		
P. Existing and proposed topography shown at not more than five-foot contour intervals. All elevations shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the 100-year flood plain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements.		
Q. Zoning district boundaries and classifications adjacent to the site's perimeter shall be drawn and identified on the plan.		
R. Plans to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable?		
S. Traffic flow patterns shown within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site.		
T. Covenants, trust indentures and/or deed restrictions clearly defining the installation and maintenance of any shared open spaces, common areas, detention/retention areas and other requirements beyond those provided herein.		
Site Plan Development Standards	YES	NO
A. All electrical and mechanical equipment located adjacent to the building and visible from any adjacent public thoroughfare or a residentially zoned area is screened from view (100% opacity). Such screens and enclosures are treated as integral elements of the building's appearance. When applicable, gas and electric meters shall be protected by ballards or other means as approved by the City		
B. All telephone and cable television lines, electrical services and distribution lines shall be placed underground, except that this provision shall not include meters, electric and telephone service pedestals, transformers, three-phase feeder lines, sub-transmission and transmission lines, electrical substations and such other facilities as the utility may deem necessary to install utilizing "overhead" type construction.		
C. Pedestrian access is an integral part of the overall design of the development and provides safe and convenient access to and from off-street parking areas and connects to abutting properties and complies with the following:		

<ol style="list-style-type: none"> 1. Sidewalks at least five (5) feet in width are provided along all sides of a lot that abut a dedicated public or private street. 2. Sidewalks are provided along the full length of the building along any façade featuring a customer entrance and along any façade abutting a public parking area. Such sidewalks are located at least five (5) feet away from the building façade. The area between the building and sidewalk contains landscaping and other site amenities complementary to the building and site design. 3. The form and proportion of buildings are consistent or compatible with the scale, form and proportion of existing development in the immediate area. 		
<p>D. The architectural design creates visual interest through the use of different textures, complementary colors, shadow lines and contrasting shapes.</p>		
<p>E. Building facades 100 feet or greater in length incorporates recesses and projections along at least 20 percent of the length of the building façade.</p>		
<p>F. Shared access, parking and/or cross access agreements are in place with neighboring uses or properties.</p>		
<p>G. Loading docks, trash enclosures, outdoor storage and similar facilities and functions are incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are reduced to as great an extent as possible and are out of view from adjacent properties and public street.</p>		
Standards for Buildings on Major Roads		
<p><i>All buildings which lie in whole or in part, within 150 feet of a major road or highway, including but not limited to US Route 40, Highway 143, Highway 160 and Broadway, shall comply with the following "Standards for Buildings on Major Roads", also found in Article IV, Section 90.205 of the City's Zoning Code.</i></p>		
<ol style="list-style-type: none"> 1. A minimum of seventy-five percent (75%) of each exterior wall, excluding windows and doors, consist of the following materials: <ol style="list-style-type: none"> a. Masonry, provided that no wall facing a public street be constructed with a plain faced concrete block facade. b. Concrete panels, provided they have an exposed aggregate, sandblasted or painted surface. c. Stucco d. Glass walls. e. Wood, aluminum or vinyl siding 2. Buildings covered by this Section on properties zoned "I" have a minimum of twenty-five (25) percent (excluding windows and doors) of each exterior wall 		

facing a public street with said exterior walls constructed of an approved material as set forth in Subsections (a) through (e) above		
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Central Business District Standards	YES	NO
<i>All new construction and building renovations within the City's Central Business District shall comply with the requirements of Division Article VII "Central Business District Design Standards".</i>		
A. Entryways are recessed to a depth that does not allow a door to swing onto the sidewalk and have a strong design consistent with the architecture of the rest of the building. Elements of strong entryway design include canopies, awnings, porticos, arcades, raised cornice parapets over the door, peaked roof forms, arches, large windows, or architectural details such as tile work and moldings that are integrated into the building structure and design.		
B. Windows cover no less than 50% nor more than 75% of the storefront area; windows must cover no less than 30% nor more than 50% on the upper façade. At least 50% of all windows on the second and higher floors must be operable.		
C. Windows must be vertical, with no less than a 2:1 ratio of height to width. Storefront windows must start between two and three feet above the sidewalk.		
D. Window signs. No more than 30% of the storefront windows may be covered by signs. This restriction does not apply to signs permanently painted on or etched into the window to serve as the business' primary sign.		
E. All windows include an architectural element that frames the window		
F. All window shutters have the dimensions of operable shutters and hardware that makes the shutters appear to be operable even if the shutters are permanently fixed in an open position.		
G. All buildings have a well-defined cornice or fascia that creates a strong roofline and visually caps the building, giving the building a finished appearance and unifying the building with existing structures within and adjacent to the Central Business District.		
H. All buildings must have a storefront cornice occurring between 9 and 12 feet above the sidewalk in order to complement the average height of storefront cornices on existing buildings.		
I. All buildings have a parapet that conceals the roof plane.		
J. Mechanical equipment or other utility hardware is located on the roof or in the rear yard and is screened from view with materials harmonious with the building.		
K. All exterior surfaces visible from the street include architectural components found on the primary building façade in order to tie the building together.		

<p>L. Excessive monotony in design is accomplished by having no more than 15 feet of blank wall length without an interruption by at least two of the following: change in plane, change in texture or masonry pattern, windows, trellises with vines, or an equivalent.</p>		
<p>M. All new construction fronting the Square is at least two stories in height, with the first floor between 12 and 15 feet in height and upper stories between 9 and 12 feet in height, unless otherwise waived by the Planning Commission. Buildings may be no more than two stories taller than adjacent buildings. No building in the Central Business District may be more than (3) three stories in height or 45'.</p>		
<p>N. Both street-facing sides of corner buildings are treated like the storefront façade, therefore, all storefront façade requirements apply to both street-facing sides.</p>		
<p>O. Exterior colors are limited to natural non-primary or muted colors. Primary or highly saturated colors are limited to accent or trim only. All exterior building materials, finishes and colors are coordinated to achieve a continuity of design. All exterior doors, grills and building trim shall be painted consistent with the color scheme of the building.</p>		
<p>P. The following exterior building materials are used on the building exteriors visible from the street or alley: stone, marble, face brick, decorative wood trim and copper. The Planning Commission may permit other non-listed materials of similar quality and appearance.</p>		
<p>Q. Awnings and canopies comply with the following restrictions:</p> <ol style="list-style-type: none"> 1. All awnings are made of cloth fabric; vinyl awnings are prohibited. 2. No interior lighting is proposed within awnings or canopies except at the entryway, where light up to five foot-candles at grade is permitted. 3. Awnings and canopies are mounted no higher than 12 inches below the storefront cornice. All awnings and canopies have a minimum vertical clearance of 7'6" above the sidewalk. 4. Awnings and canopies are attached directly to the building without requiring poles or sidewalk support. 5. On buildings wider than 25 feet, awnings and canopies are segmented to articulate each display window and to provide a better sense of proportion to the façade. 6. Awnings and canopies do not cover more than 25% of storefront windows. 		
<p>R. The proposed development complies with the following lighting standards:</p> <ol style="list-style-type: none"> 1. All light fixtures are harmonious with the overall building design. 2. Mounting of light fixtures is limited to the first floor. 		

<ul style="list-style-type: none"> 3. Lights do not move or flash. 4. No fluorescent, high-pressure sodium, laser, floodlights, mercury vapor or searchlights are proposed. 5. All bulbs and fixtures are non-glare. 		
<ul style="list-style-type: none"> S. All of the aforementioned guidelines apply to the exterior alterations made to existing structures unless waived by the City Council in addition to the following: <ul style="list-style-type: none"> 1. Original window openings are restored and re-glazed into their original shapes and sizes. No windows are permanently filled or decreased in size. 2. All non-original surface materials are removed from the original wall surface, when the original wall surface still exists. 3. Piers are restored to their original status when such piers have been eliminated or reduced in size. 		

EXHIBIT "B"

SUMMARY OF PROPERTY OWNERS

All applicants shall attach a **stamped copy** of the computer listing of the most recent tax records available from Madison County Maps & Plats Department for the subject property and Names and Addresses of all property owners within 250 feet of subject property boundaries, **excluding adjacent right-of-ways**. Please be advised that the Maps and Plats Department has a processing fee of \$10 plus \$0.25 per parcel report.

The Madison County Maps and Plats Department may be reached at 157 North Main Street, Suite 229, Edwardsville, IL or (618) 692-7040 EXT 4586.

Subject Property Address: _____

Parcel ID Number: _____

Property Owner Name: _____

Please submit to highlandzoning@highlandil.gov