

**ARTICLE 4**  
**SITE PLAN REVIEW**

**4.1 Intent and Purpose**

Through site plan review, it is the intent of these regulations to promote the general health, safety and welfare of the community. It is the further intent of these regulations to ensure the optimum conservation, protection, preservation, development and use of the natural and man-made resources of the area by regulating land use activity throughout the community through review and approval of site plans.

**4.2 Authorization of Planning Commission to Review Site Plans**

The Planning Commission is hereby authorized to review and approve or disapprove site plans for land uses within Danville, Perryville, Junction City, and Boyle County in accordance with standards set forth in this Article.

**4.3 Applicability of Review Requirements**

All new land use activities shall require site plan review and approval before the issuance of building permits except the following:

- (1) Construction of an individual one- or two-family dwelling, and approved accessory structures and related activities.
- (2) Landscaping and grading which is not intended to be used in connection with a land use reviewable under the provisions of this Article.
- (3) Ordinary repair and maintenance or interior alterations to existing uses or structures.
- (4) Exterior alterations or additions to existing structures, which will not increase the square footage of the existing structure by more than 25% or 3,000 square feet, whichever is less.
- (5) Signs, which meet all other requirements of this Ordinance.
- (6) Any requests from any department, commission, board, authority, agency or instrumentality of state or local government shall not require approval from the local planning unit as per KRS 100.361.

**4.4 Effect on Existing Uses**

This Article shall not apply to uses and structures which are lawfully in existence at the effective date of this Ordinance except as may be required by subsection (4) of Section 4.3.

**4.5**

**Site Plan Review - Procedures**

Prior to undertaking any new land use activity, except as specifically excluded in Section 4.3, site plan approval by the Planning Commission is required. Applicants for site plan approval are recommended to follow procedures for sketch plan conference as hereinafter set forth. Applicants must comply with all other procedures and standards set forth in this Article.

**4.6**

**Sketch Plan**

A sketch plan conference should be held between the administrative official and the applicant prior to the preparation and submission of a formal site plan. The intent of the sketch plan conference is to enable the applicant to inform the Planning Commission of their proposal prior to preparing a formal submission, for the administrative official to review the basic site design concept, advise the applicant as to potential problems or concerns and to generally determine the information to be included on the site plan. In order to accomplish these objectives, the applicant shall provide the following:

- (1) A rough sketch showing locations and dimensions of principal and accessory structures, parking areas, signs, existing and planned vegetation or landscaping and anticipated change in the site's natural features.
- (2) An area map showing the parcel under consideration for site plan review, all streets, easements and rights-of-way within 200 feet.
- (3) A topographic map of adequate scale to show site topography.

**4.7**

**Site Plan Application Requirements**

The applicant shall submit an application, four (4) copies of the site plan, filing fees and a completed checklist, for site plan review as per the adopted meeting and cut-off schedule. Twelve (12) corrected copies of the site plan are required to be submitted for the public hearing after Technical Review Staff (TRS). No site plan review application shall be considered by the Planning Commission that does not fully comply with application requirements as listed below:

- (1) Title of drawing, including name and address of property owner(s), applicant and person or firm responsible for preparation of the drawing.
- (2) Maximum sheet size accepted for filing is 18" x 24".
- (3) Vicinity map, north arrow and north reference.
- (4) Narrative and graphic scale and date of preparation.
- (5) Property address and zoning of property and name, address or deed book and page number of adjoining property owners.
- (6) Boundary survey of the property drawn to scale by a Licensed Professional Land Surveyor (LPLS). Reference to final plat cabinet number.

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- (7) Certificates
  - a. Certificate of Ownership and Dedication
  - b. Certificate of Accuracy (Surveyors Certificate)
  - c. Certificate of Land Use Restriction
  - d. Utility Easements Restrictions
- (8) Existing buildings, if any.
- (9) Grading and drainage plan, including proposed contours at 2', 5' or 10' intervals.
- (10) Location, design, construction type, square footage, height of buildings and proposed use of all buildings.
- (11) Location, design, striping and typical dimensions of all parking and loading areas.
- (12) Location and screening of outdoor storage, including dumpsters and other waste disposal areas.
- (13) Location of existing and/or proposed extensions of public water, sanitary sewer and streets.
- (14) Location of all proposed signs.
- (15) Location and proposed development of all landscaping and screening requirements.
- (16) Outdoor lighting plan.
- (17) Estimated project construction schedule.
- (18) Square footage of developed land, divided by type (commercial, residential, parking, parkland, etc.).
- (19) Other elements integral to the project's execution as may be considered necessary in the particular case by the Planning Commission.

### 4.8

#### **Review Standards for Site Plans**

The Planning Commission's review of the site plan shall include, but is not limited to the following general considerations:

- (1) Location, arrangement, size and design of buildings, lighting and signs.
- (2) Adequacy and arrangement of vehicular traffic access and circulation including road widths, paving surfaces, traffic controls and similar vehicle related items.
- (3) Adequacy and arrangement of pedestrian-related facilities.
- (4) Adequacy of water, sanitary sewer, storm drainage and runoff disposal facilities.

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- (5) Adequacy, type and arrangement of landscaping and screening requirements.
- (6) Adequacy of fire lanes and fire hydrants.
- (7) Compliance with existing zoning districts, including lot sizes, widths, and densities.
- (8) Overall impact on the surrounding area including compatibility of design considerations.

## 4.9

### **Planning Commission Hearing**

If all submission deadline and site plan application content requirements are met, then the Planning Commission shall hold a Technical Review Staff (TRS) and a public hearing on the proposed site plan. Notification of the public hearing shall be given. The Administrative Officer of the Planning Commission shall notify the developer/owner by First Class mail of the time and place of the hearing. Similar notices shall be mailed to the owners of land immediately adjoining the proposed site plan, pursuant to a list of names and addresses provided by the developer. It shall be the duty of the person or persons making application to furnish to the planning commission the names and addresses of the owners of all adjoining property owners. As per KRS 100.214 (2), records maintained by the property valuation administrator will be relied upon exclusively to determine the identity and address of said owner.

## 4.10

### **Planning Commission Action**

The Planning Commission may approve, approve with modifications or disapprove the site plan as provided below:

### 4.10.1

#### **APPROVAL**

Upon approval of the site plan, the Planning Commission shall endorse its approval on a copy of the site plan and file it with both the Administrative Official and the Boyle County Clerk. A written notice of approval shall be provided to the applicant who then may apply for a zoning permit as required by the regulations set forth in Article 3.

### 4.10.2

#### **APPROVAL WITH MODIFICATIONS**

The Planning Commission may conditionally approve a site plan. A copy of the written statement containing modifications required by the conditional approval shall be provided to the applicant. After adequate demonstration to the administrative official that all required modifications have been met, the Planning Commission shall endorse its approval on a copy of the site plan and file it with both the Administrative Official and the Boyle County Clerk. An approved copy of the development plan will be provided to the owner and applicant, if applicable.

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### 4.10.3

#### **DISAPPROVAL**

Upon disapproval of the site plan, the decision of the Planning Commission shall be filed with the administrative official and a copy thereof provided to the applicant citing the Planning Commission's reasons for disapproval.

### 4.11

#### **Modifications to Site Plan**

No zoning permit shall be issued for any development that deviates from the approved site plan in areas including, but not limited to, change of land use, change in the location or number of buildings, substantial change in vehicle access or parking lot design, substantial change in water, sanitary sewer or wastewater disposal plans or other changes determined by the permit-issuing authority to require a re-review of the site plan by the Planning Commission.

### 4.12

#### **Planned Unit Development (PUD) and Final Development Plan Amendments**

PUD's and Final Development Plans that have been approved by the Planning and Zoning Commission may be amended through the Site Plan Review process. The plat shall meet all requirements of Article 4 and shall reference the recorded plat file number and the title of the PUD or Final Development Plan being amended.