

City of Ottawa Community Development Department

101 S. Hickory, P.O. Box 60
Ottawa, Kansas 66067
Phone: (785) 229-3620 Fax: (785) 229-3625
www.ottawaks.gov

Site Plan Application

Fee: \$200.00

Owner Information

Name(s): _____
Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____
E-mail: _____ Mobile/Pager: (____) _____

Applicant / Agent Information

Contact: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____
E-mail: _____ Mobile/Pager: (____) _____

Property Information

Legal Description (may be attached): _____

Address of Property: _____
Description of Existing Improvements or Structures: _____

Existing Zoning	Existing Land Use	Proposed Land Use
Total Site Area	Open Space Area	# of Buildings
Estimated Cost of Construction	Proposed Building Footprint	Pavement Coverage

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Description of Project:

Property Address: _____

Detailed Description of Proposed Project:
(Attach additional sheets if necessary)

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Signature

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (circle one) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for site plan approval as indicated above.

Signature(s): _____ Date: _____

_____ Date: _____

_____ Date: _____

Note: If signing by agent submit Owner Authorization Form

Submittals	Number of Copies
1 st	9– 24 X 36
2 nd	7 – 24 X 36
Final	3– 24 X 36 and 21 11 X 17

Staff Use Only

Date Received: _____

Copies Received: _____

Fee: \$ _____

Date Fee Paid: _____

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Owner Authorization

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20____, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property: (legal description attach a copy if necessary)
2. I/We the undersigned, have previously authorized and hereby authorize _____ (herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning & Codes Department of the City of Ottawa, regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.
3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

In Witness Whereof, I, the Undersigned, have set my hand and seal below.

Owner

Owner

State of Kansas
County of

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____,

by: _____

My Commission Expires:

Notary Public

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Site Plan Checklist Application Requirements

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

The applicant may meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission.

Submission of less information than necessary to adequately review and process your application may delay the review process. The submitted site plan shall conform to the following application requirements of Article 29.

Pre-Application Meeting

The applicant may meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal: _____, 20__.

Target Submission Date: _____, 20__.

Fee: _____

During the meeting Planning Staff will assist the applicant to determine if the following items are required:

- ☐ Traffic Impact Study, three (3) copies.
- ☐ Drainage Study, two (2) copies.

Site Plan Review Regulations And Checklist

INTENT

The very nature of land development creates potential for traffic congestion, overcrowding, adverse visual environmental impacts, and health problems. Also, the City strives to achieve the goal of promoting growth in Ottawa, while stabilizing the established residential patterns of the area. Site Plan Review helps ensure that the meaning and intent of these zoning regulations are fully complied with and so property owners and developers understand City requirements under these regulations before projects begin. Developments shall be encouraged to implement the objectives of the adopted City of Ottawa Future Land Use Plan to foster compatibility among land uses in the City.

APPLICABILITY

- Single-Family, duplexes, triplexes and buildings accessory to single family and two family dwellings, shall be exempt from Sections 28-4 through 28-7 of this regulation except that lot corners shall be staked by a surveyor licensed by the State of Kansas and the plot plan, including easements, shall be submitted to the building Inspector for additions and new construction.
- The Zoning Administrator shall require that all applications for building permits for:
 - (a) Multi-family, (other than duplexes and triplexes, see e), commercial and industrial developments be subject to site plan review in accordance with these regulations, and redevelopments which enlarge the size of the original structure by less than fifty percent (50%) in the case of a renovation or alteration.
 - (b) The Zoning Administrator may required a site plan review in accordance with the regulations for any development requiring a building permit upon a determination that such development may impact parking, storm water, traffic or create other impacts upon public health, safety or welfare.

PROCESS

- (a) Prior to application, a pre-application conference shall be held between the applicant and city staff to discuss the site review requirement and other site or application issues specific to the proposed development or redevelopment. The applicant should submit preliminary plans for initial review and comment at this time.
- (b) The required application and filing fee shall be submitted to the office of Zoning Administrator.
- (c) Following application submittal, the Development Review Committee shall perform site plan reviews.
- (d) Final action for approval of a site plan shall be by the Planning Commission.

FILING FEE

A filing fee shall be charged and collected from the applicant in an amount as established by the City Commission by ordinance. As of July 15, 2005, the fee is \$200 and is subject to change. The site plan shall not be accepted and/or reviewed until a completed site plan application has been submitted and the filing fee paid by the applicant.

SUBMISSION REQUIREMENTS

Site plans shall be prepared by a registered professional engineer, architect, land surveyor or landscape architect at the largest scale possible, but no less than a scale of one (1) inch equals 20 feet, on standard 24" x 36" sheets, with one copy on 8 ½ " x 11" or 11" x 17". The number of copies of the site plan to be submitted for review shall comply with the City's schedule of copies (9 copies as of June 4, 2008). Items required for submission include:

- _____ Name of the project, address, boundaries, date, north arrow and scale of the plan.
- _____ Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect.
- _____ All existing lot lines, easements and rights-of-way. Include area in acres or square feet, abutting land uses and structures.
- _____ The location and use of all existing and proposed structures within the development. Include all dimensions of height and floor area, show all exterior entrances and all anticipated future additions and alterations, side views of structure, building elevations of structure, and proposed building materials. For developments in the C-4 Central Business District, indicate design details to make new construction compatible with existing structures and conformance to the adopted comprehensive plan, including design guideline suggestions.
- _____ 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 drawn.
- _____ The Zoning Administrator may require location, height, intensity and bulb type (e.g. fluorescent, sodium incandescent) of all external lighting fixtures. The direction of illumination and methods proposed to eliminate glare onto adjoining properties must also be shown. If unavailable, subject to Zoning Administrator review before developers design is approved.
- _____ The location, height, size, materials, and design of all proposed signage.
- _____ The location, size and common name of all existing plant materials to be retained on the site, including a description of the methods by which such materials could be preserved; plant materials if damaged during construction or dies within six (6) months, they must be replaced; mature sizes of plant material drawn to scale and identified by common name or appropriate key; location of all trees, twelve-inch (12") caliper or larger measured at four and one-half feet (4 ½') above ground level on sites that are proposed for removal.
- _____ The location of all present and proposed utility systems including:
 - (a) sanitary sewerage system;
 - (b) water supply system;
 - (c) telephone, telecommunication, cable and electrical systems; and
 - (d) storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes and drainage swells.
- _____ Plans to prevent: pollution of surface water 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. Exceptions to the requirement for a stormwater runoff and/or detention plan will be allowed only under the following conditions or circumstances:

- _____ Remodeling, repair, replacement and improvement to any existing structure or facility and appurtenances that does not cause an increased area of impervious surface on the site in excess of ten (10) percent of that which existed as adoption of these regulations.
- _____ Improvements on any site having a gross land area of one-half acre or less, regardless of land use.
- _____ Where the proposed development contains or is immediately adjacent to the 100-year flood plain as defined by the Federal Insurance Study (FIS) current at the time the development is proposed.
- _____ Existing and proposed topography shown at not more than two-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.
- _____ Zoning district boundaries adjacent to the site's perimeter shall be drawn and identified on the plan.
- _____ Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site.
- _____ The City Engineer may require a detailed traffic study for mixed use and multi-tenant developments, or for developments in heavy traffic areas to include:
 - (a) The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;
 - (b) The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site; and
 - (c) The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities, existing and proposed daily and peak hour traffic levels, as well as road capacity levels, shall also be given.
 - (d) Other information as requested by City Engineer.
- _____ For new construction or alterations to any existing structure, a table containing the following information must be included:
 - (a) Area of structure to be used for a particular use, such as retail operation, office, storage, etc.;
 - (b) Maximum number of employees;
 - (c) Maximum seating capacity, where applicable;
 - (d) Number of parking spaces existing and required for the intended use; and
 - (e) A landscape plan for improving large areas of paved parking with appropriate landscaping may be required.

DEVELOPMENT STANDARDS

Other than one-, two-, and three-family dwelling units, no building shall be erected that does not meet the following minimum standards:

- a. Rooftop equipment shall be screened from view from the ground near the building with vertical extensions of the building walls or with parapets or other architectural design features of the same materials used on the wall of the building. Where the topography permits, it is desirable to screen such equipment from adjacent property, but it is not the intent of this requirement to increase the

height of the screening significantly above that of the equipment in order to screen it from view from tall buildings or from higher ground. Raised exterior walls or screen walls should be designed to enclose groups of equipment. Wall material should be compatible with or identical to the predominant opaque material on the exterior of the building.

b. Dumpster Enclosure and Improvements:

1. Exterior refuse shall be kept in an enclosed area large enough to contain one week's production of refuse and shall be contained in a refuse bin equipped with a lid.
2. The enclosure shall be a minimum of 12 feet wide to allow access for the truck picking up the refuse bin. The depth of the enclosure should be the depth of the refuse bin being used plus an additional four (4) feet to allow for the mechanical dumping of the refuse bin. The enclosure shall have a minimum height of five (5) feet.
3. The floor of the enclosure shall be reinforced concrete with a minimum thickness of four inches (4") with #4 reinforcing at twenty-four inches (24") each direction.
4. There shall be a 12' x 12' concrete pad in front of the enclosure. This pad should be a minimum depth of eight inches (8") and have #4 reinforcing rods every twenty-four inches (24") in each direction, and have a test strength of 4,000 psi.
5. The enclosure should be shielded on three sides by a wall or decorative fence and positioned in such a manner to shield the refuse bins from sight of any public thoroughfare or adjoining property to extent possible. When decorative fence is used the corner post should be made of steel pipe with a four inch (4") diameter and filled with concrete.
6. The number and location of the refuse bins shall be located on the site plans prior to approval.

- c. The form and proportion of building shall be consistent or compatible with the scale, form and proportion of existing development in the immediate area.
- d. The use of unusual shapes, color and other characteristics that cause new buildings to call excessive attention to themselves and create disharmony is discouraged.
- e. The rhythm of structural mass to voids, such as windows and glass doors, of a front facade should relate favorably to the rhythms established in adjacent buildings.
- f. Overly long horizontal facades (walls) should be articulated with variations in the building plane and parapet height, materials and colors, entrance canopies, landscaping and other design or site plan features. Parking lots along the facade can also relieve horizontally through the use of landscaped fingers and island containing trees and shrubs.
- g. Architectural design should create visual interest through the use of different textures, complementary colors, shadow lines and contrasting shapes. The use of walls in a single color, with little detailing or completely bland, is discouraged.
- h. Monotony of design in single or multiple building projects shall be avoided. Variation of detail, form, and siting shall be used to provide visual interest.
- i. Careful consideration of durable materials, proportions, and shapes, emphasizing the importance of roofs as integral and embracing elements of the over-all design, is encouraged.

- j. Use of substantial amounts of masonry materials (face brick, stucco, stone) is encouraged. The use of aluminum siding, metal ribbed panels, and extensive mirrored glass surfaces is discouraged. Evaluation of building materials shall be based on the quality of its design and relationship and compatibility to building materials in the immediate neighborhood. Corrugated metal facades should be complemented with abundant use of masonry, whether brick, stone, stucco or split-face block, especially along perimeter streets. Architectural metal panels may be an acceptable substitute for masonry. Appropriate landscaping can be used to complement and enhance a building's design, color and material.
- k. Architectural treatments (e.g., building material, colors, facade design, roof lines, screening) shall be consistent and compatible on all sides. Treatment that is uniform on all sides will be deemed to meet the requirements of this principle. Adjacent land uses, visibility from public streets, use of screening devices (walls, fences, berms, landscaping) are criteria to be considered when varying this treatment. The applicant will have the burden of demonstrating the reasons for differing treatments on different sides (e.g., the need for truck access on one side and pedestrian access on another).

Long expanses of overhead doors should be relieved by matching their color to the wall or trim, recessing the doors, or adding architectural details to diminish the dominance of the doors.