

## CHAPTER 1291

### SITE PLAN REVIEW PROCESS

#### 1291.01 SITE PLAN REVIEW OF SINGLE FAMILY AND TWO FAMILY RESIDENTIAL STRUCTURES AND USES OF PROPERTY

- A. SITE PLAN REVIEW REQUIRED** - A Certificate of Zoning Compliance shall only be issued for a Single Family Residential or Two Family Residential structure or use of property subject to site plan review process as provided herein.
- B. SITE PLAN REVIEW PROCESS** - The following processes, submittals, and approvals shall be required for site plan approval.
- 1. PRE-APPLICATION MEETING RECOMMENDED** – It is recommended that the applicant schedule an appointment with the Planning Department, and any other City departments deemed appropriate prior to filing an application in order to discuss the proposed project and to familiarize the applicant with the City’s site plan review requirements.
  - 2. APPLICATION FOR SITE PLAN REVIEW** - The following information shall be submitted to the City Building Department, and shall be considered to constitute the “*Application for Site Plan Review*” for any single family or two family structure or use of property. All information required herein shall be submitted as part of the application unless otherwise specified by the Director of Planning and Community Development or his/ her designee, and failure to supply any of the required information will result in the invalidation of the application.
    - A. SUBMITTAL OF APPLICATION FORMS-** One (1) completed “APPLICATION FOR SITE PLAN REVIEW FOR A NEW STRUCTURE” or one (1) completed “APPLICATION FOR SITE PLAN REVIEW FOR AN

ADDITION, ALTERATION, OR REPAIRS” shall be submitted, as required.

**B. SITE PLAN REQUIRED** – Three (3) original prints of the site plan shall be submitted. Such site plan shall be drawn to a scale acceptable to the City, and shall indicate the exact location of the proposed structure(s) or use(s) on the property in question as well as the location of any existing structure(s) or uses on the property. Such site plan shall indicate the address, all lot or parcel dimensions, abutting street names, north arrow, dimensions of the proposed structure(s) or use(s) and the dimensions of any existing structure(s) or use(s) on the property including length, width, and height; and the set-back of the proposed structure(s) or use(s) from the nearest point of all front, side, and rear property lines.

**C. BUILDING PLANS** – Three (3) sets of building plans shall be submitted for all applications for new structures and additions. Such building plans shall be drawn to a scale acceptable to the City and shall include floor plans and elevations. Elevations shall clearly illustrate all sides (front, side, and rear) of the structure(s) in question.

**3. SUMMARY OF THE SITE PLAN REVIEW PROCESS** – The completed *Application for Site Plan Review* will be processed as follows.

**A. SUBMITTAL OF APPLICATION TO THE CITY BUILDING DEPARTMENT** –

As noted above, the applicant will submit the *Application for Site Plan Review* to the City Building Department. The Building Department will distribute said application to the various City departments as further specified herein.

**B. CITY PLANNING DEPARTMENT REVIEW OF SITE PLAN/ISSUANCE OF CERTIFICATE OF ZONING COMPLIANCE** -

One (1) copy of the *Application for Site Plan Review* will be forwarded to the Planning Department within one (1) business day of the receipt of the completed application by the City Building Department. From the date of the receipt of the application by the City Planning Department, the department shall take up to ten (10) full business days to review the proposal for compliance with the requirements of this Zoning Code. However, any alteration to any portion of the *Application for Site Plan Review* that occurs during the site plan review process, whether such alteration is required by the City or proposed by the applicant, shall be deemed a new submission, and thereby the City shall take up to ten (10) additional working days from the date of submittal of the new materials to review the proposal. If a variance or lot split/consolidation is required as part of any *Application for Site Plan Review*, the ten (10) day Planning Department review period shall commence from the date of the final approval of said variance or lot split/consolidation by City Council.

Upon determining the *Application for Site Plan Review* to be in compliance with the requirements of the Zoning Code, a *Certificate of Zoning Compliance* shall be issued and the site plan for the project shall be stamped “approved” and such approved plan

shall be signed and dated by the Director of Planning and Community Development or his/her designee. The issuance of a Certificate of Zoning Compliance shall be a prerequisite requirement to the issuance of a Building Permit for the project in question.

- C. BUILDING DEPARTMENT AND ENGINEERING DEPARTMENT REVIEW OF SITE PLAN/ ISSUANCE OF BUILDING PERMIT** - Upon the issuance of a *Certificate of Zoning Compliance* by the Planning Department, said certificate and approved site plan shall be promptly referred to the City Engineering Department (if applicable) and City Building Department for further review. The Engineering Department and Building Department shall be responsible for reviewing the project for compliance with minimum grading, drainage, construction standards, and any other relevant aspects of the plan subject to the authority of these departments according to the Codified Ordinances and/or the rules, policies and procedures of the City of Solon. Upon the Engineering and Building departments determining the plan to be in compliance with the relevant requirements, rules, policies, and procedures of the City of Solon, a *Building Permit* will be issued for the project.

**(Ordinance 2008-66, passed 5/5/08, effective 6/14/08)**

<p><b>1291.02 SITE PLAN REVIEW OF NON-RESIDENTIAL AND MULTI-FAMILY RESIDENTIAL STRUCTURES AND USES OF PROPERTY</b></p>
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- 1. SITE PLAN REVIEW REQUIRED** - A Certificate of Zoning Compliance shall only be issued for a non-residential or multi-family residential structure or use of property subject to the following processes, submittals, and approvals as provided herein.

- A. SUMMARY OF THE SITE PLAN REVIEW PROCESS** - Unless specifically excepted herein, all proposals to erect, institute, extend, alter or modify any permitted non-residential or multi-family residential structure or use of property shall proceed through the following sequential site plan review process:

- 1. SITE PLAN AND DESIGN REVIEW BY THE DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT** – The applicant shall schedule an appointment with the Director of Planning and Community Development prior to filing any “APPLICATION FOR SITE PLAN REVIEW” by the Planning Commission and/or City Council for the purpose of discussing the proposed project, familiarizing the applicant with the requirements of the City’s site plan process, and commencing the preliminary site plan and design review process.

Five (5) copies of the proposed project Site Plan, Elevation Plan, and Landscape Plan shall be submitted to the City Planning Department. Samples of all proposed construction materials and colors, full color renderings of the project, and any

additional information determined to be necessary by the Director of Planning and Community Development shall be provided as required.

The Director of Planning and Community Development shall review the Site Plan, Elevation Plan, Landscape Plan, and any additional submitted materials and shall provide recommendations for the amendment of the Plans and materials as necessary in accordance with the “Functions and Responsibilities” herein established for Site Plan and Design Review by the Director of Planning and Community Development.

The applicant shall be responsible for amending such Plans and materials as necessary to accurately reflect the recommendations of the Director of Planning and Community Development in a format that is acceptable to the Director of Planning and Community Development. Submittal of an “APPLICATION FOR SITE PLAN REVIEW” to the Planning Commission and City Council shall only occur with the expressed approval of the Director of Planning and Community Development .

However, the Director of Planning and Community Development shall not withhold authorization for an applicant to submit an “APPLICATION FOR SITE PLAN REVIEW” by the Planning Commission and City Council if the applicant has commenced the site plan and design review process with the Director of Planning and Community Development and has subsequently submitted a written request to the Director of Planning and Community Development to be permitted to proceed to the Planning Commission and City Council review stage without the Director of Planning and Community Developments recommendation for design or site plan approval of the project.

2. **SUBMITTAL OF APPLICATION** – Twenty-one (21) copies of a complete “APPLICATION FOR SITE PLAN REVIEW ” (see below) shall be submitted to the Secretary of the Planning Commission. Such application will be dispersed to the Planning Commission, City Council, and relevant administrative staff for consideration as per the procedures specified within this code and per the policies of the City of Solon.
3. **PLANNING COMMISSION/BOARD OF APPEALS** - The Planning Commission/Board of Appeals shall review the “APPLICATION FOR SITE PLAN REVIEW” and shall consider the relevant recommendations of the Director of Planning and Community Development, and any reports provided by administrative staff pertaining to the matter in question and shall take subsequent action on the plan according to the specific requirements of this code and according to the policies and procedures established by the Board. In the process of reviewing the “APPLICATION FOR SITE PLAN REVIEW” the Planning Commission/Board of Appeals may request that additional relevant information be provided by the applicant, and may refer the proposal to various City committees, boards, and departments for additional input prior to making a final determination. Subsequent to making a final determination regarding any “APPLICATION FOR SITE PLAN REVIEW”, the

Planning Commission shall promptly forward their recommendations along with any relevant data, reports, drawings, etc., that have been submitted as part of the review process to City Council for further review.

4. **CITY COUNCIL** - City Council shall review the actions and records of the Planning Commission regarding any “APPLICATION FOR SITE PLAN REVIEW” according to the specific requirements of this code and according to the policies and procedures established by City Council. In the process of reviewing the “APPLICATION FOR SITE PLAN REVIEW” City Council may request that additional relevant information be provided by the applicant, and may refer the proposal to various City committees, boards, and departments for additional input prior to making a final determination. City Council shall by motion, within its next three (3) regularly scheduled meetings, take action to affirm, reverse, or modify the action of the Board of Zoning Appeals relating to the site plan in question. A majority vote of City Council shall be required to overturn any Planning Commission recommendation for site plan approval. If no action taken by City Council at any of its next three (3) regularly scheduled meetings, the decision of the Board of Zoning Appeals shall be final. However, notwithstanding the above, City Council shall have the discretion to continue the site plan review process beyond three (3) meetings if requested to do so by the applicant in writing. Said request shall specify the date of the regularly scheduled City Council meeting at which final action on the site plan is proposed. If said extension is granted, and if no action is taken by City Council at or before this meeting to either affirm, reverse, or modify the action of the Board of Zoning Appeals, then the decision of the Board of Zoning Appeals shall be final.

The Chief Building Official shall not commence the review of plans for any non-residential or multi-family residential structure(s) or use(s) of property prior to the City Council’s approval of any “APPLICATION FOR SITE PLAN REVIEW”, unless otherwise authorized by Council and/or the Mayor.

**(Ordinance 2008-66, passed 5/5/08, effective 6/14/08)**  
**(Ordinance 2011-14, passed 1/18/11, effective 2/27/11)**

- B. **SITE PLAN REVIEW APPLICATION REQUIREMENTS** - The following information shall be submitted as part of any application for the review of any multi-family residential or non-residential structure or use of property unless otherwise specified by the Director of Planning and Economic Development, Planning Commission, or City Council, and shall be considered to constitute the “APPLICATION FOR SITE PLAN REVIEW”. Failure to supply any of the information required herein will result in the invalidation of the application.

1. **APPLICATION FORMS** - A completed “APPLICATION TO THE SOLON PLANNING COMMISSION/COUNCIL FOR SITE PLAN REVIEW” form, and where applicable, a “VARIANCE APPLICATION” form (each available through the Solon Department of Planning and Economic Development), shall be submitted.

2. **SITE PLAN REQUIRED-** A site plan shall be submitted that is drawn to a scale acceptable to the City indicating the exact location of the proposed structure(s) or use(s) and any existing structure(s) or use(s) on the property in question. The site plan shall clearly indicate the set-back of the proposed and existing structure(s) and use(s) on the property from the nearest point of all front, side, and rear property lines, as well as the dimensions of the proposed and existing structure(s) or use(s) (including length, width, and height). In addition such site plan shall indicate site topography, parking facilities (including parking spaces, parking aisles and any cross access drives) street access drives, dumpster locations, free standing sign locations, loading and service areas, pedestrian circulation provisions, utility service lines, any above ground mechanical equipment, and a lighting plan including photometrics and fixture detail. A summary table shall be provided as part of the site plan indicating total site acreage, total building coverage, total green space, and total provided parking.
3. **ELEVATION PLAN REQUIRED** – Elevation Plans, drawn to a scale acceptable to the City, shall be submitted illustrating all front, side, and rear views of the structure in question. Such Elevation Plans shall clearly indicate all proposed materials and colors. If deemed necessary by the Director of Planning and Community Development, Planning Commission, or City Council, a color rendering accurately reflecting proposed building materials and colors shall be submitted.
4. **LANDSCAPE PLAN REQUIRED** - A landscape plan shall be submitted indicating the location and specific design of all landscape provisions (including landscape buffers where required). Such landscape plan shall clearly indicate the location, number, and specific species of the plant types to be provided. Such plan shall further indicate the size of each plant type at planting and at maturity.
5. **STORM WATER MANAGEMENT PLAN REQUIRED** - Any proposal to construct or expand any impervious surface area on any property, including but not limited to the construction or expansion of any building or parking area shall be accompanied by a preliminary storm water management plan which shall clearly indicate the location and specific method by which storm water run-off is to be addressed, except as otherwise provided below. Such plan shall be in a format that is acceptable to the City Engineer. The City Engineer and/or his/her designee shall complete the review of the preliminary storm water management plan and shall provide written recommendations to the Planning Commission and City Council prior to either board taking final action on the proposed project.

The final storm water management plan shall be submitted in a format that is acceptable to the City Engineer once the preliminary plan has been officially reviewed and approved by the Planning Commission and City Council through the site plan approval process. No building permits shall be issued and no work shall commence on the property in question until and unless such the final storm water management plan has been reviewed and approved by the City Engineer and/or his/her designee.

The City Engineer, the Planning Commission, and/or City Council may specifically require the submittal of final storm water management plan rather than a preliminary storm water management plan at any point in the review process. In addition, the applicant shall have the option of submitting a final storm water management plan rather than a preliminary storm water management plan as part of the initial application for site plan review.

The City Engineer shall have the discretion to waive the requirement for the submittal of either a preliminary or final storm water management plan for any proposed extension of impervious surface area that comprises one thousand (1,000) square feet or less in total area. Should the City Engineer determine to waive this requirement, he/she shall provide written notification of the waiver to the Commission and City Council, including a brief explanation of the reason that the requirement was waived. The City Engineer, Planning Commission and/or City Council shall have the authority to rescind the waiver of the submittal of a preliminary or final storm water management plan at any point in the site plan review process.

**(Ordinance 2006-233, passed 11/20/06), (Ordinance 2008-66, passed 5/5/08, effective 6/14/08)**

**6. TRAFFIC IMPACT ANALYSIS REQUIRED** – Should the proposed development generate more than 100 trips (in and out) in the peak hour according to the relevant model provided in the most current edition of the Institute of Traffic Engineers Trip Generation Manual, a detailed analysis shall be provided to the City for review regarding the likely impact that the proposed use will have on the existing roadway system. Such analysis shall identify methods for mitigating any potential negative impacts.

**C. EXCEPTIONS TO THE SITE PLAN REVIEW PROCESS** – The full Site Plan Review procedures set forth in this section need not apply to the following situations:

**1. MINOR EXTERIOR ALTERATIONS** - In order to promote effective economic development and reasonable and proportionate project review times, any incidental change to an office, commercial, and/or industrial zoned building or premises may be reviewed and approved by the Planning Commission as a Minor Exterior Alteration. Proposed Minor Exterior Alterations shall be informally presented to the Planning Commission by City staff during a set portion of the regular public agenda specifically designated for such presentations. Approval of a Minor Exterior Alteration shall require the unanimous agreement of all members of a quorum of the Planning Commission and said approval shall require no further legislative review. A denied Minor Exterior Alteration may be submitted to the Planning Commission and City Council for full review under the requirements of the City Zoning Code, at the discretion of the property owner. The determination as to whether a project qualifies for presentation as a Minor Exterior Alteration shall be made by the Director of Planning and Community Development. Examples of alterations that may be determined to qualify as a Minor Exterior Alterations, include the adding, removing, or re-locating of windows, doors, or

mechanical equipment; alterations to materials, colors or features impacting incidental portions of a structure; alterations to landscaping impacting incidental portions of the premises; and any other modification to buildings, structures, or premises that are substantially similar to the forgoing. Any project that requires variances from the Zoning Code or any other Codified Ordinance of the City of Solon, shall not qualify as a Minor Exterior Alteration. All Minor Exterior Modifications shall require a Certificate of Zoning Compliance and/or Building Permit where otherwise required by the Building Code or Zoning Code of the City of Solon.

**(Ordinance 2008-66, passed 5/5/08, effective 6/14/08)**

**(Ordinance 2016-28, passed 2/16/16, effective 3/27/16)**

- D. EXPIRATION OF SITE PLAN APPROVAL** - If within one (1) year of City Council's approval of a "Site Plan Review Application" and/or the Planning Commission's approval of a "Minor Exterior Alteration", for a particular structure or use of property, the property owner has not obtained a Building Permit from the City of Solon Building Department for such structure or use of property, the approval of the Site Plan Review Application shall be voided.

**(Ordinance 2008-66, passed 5/5/08, effective 6/14/08)**