

**CITY OF CANTON
SITE PLAN REVIEW PROCEDURE
AND
ARCHITECTURAL REVIEW PROCEDURE**

Section 1001: **Site Plan Review Procedures**

The Zoning Administrator shall act as the coordinator for the site plan review process. He/she shall advise all applicants for building permits if the proposed use requires the preparation and submission of a site plan (submittal deadline dates) and the official approval of that plan prior to the issuance of the permit. All applicants shall follow the procedures specified below:

- 1001.01 Sketch Plan: The applicant is encouraged to meet and consult informally with the Zoning Administrator. This meeting will give the applicant an opportunity to secure guidance as to what will probably be required before incurring great expense in making a detailed site plan. Initially 5 copies (18"x24") site plan shall be prepared for city staff review. This review process takes (10) days to complete. Once this review is done the applicant have (7) days to response to the comments and resubmit corrected copies of site plan along with written response to comments. The Zoning Commission meets every first Monday of the month at 6:00 p.m. All submittal must be submitted 30 days prior to the meeting. The site plan shall not be processed until all requirements are met. (See Attached Meeting Dates for The Zoning, Planing Commissioners And Architectural Review Board).
- 1001.02 Submission of Site Plan: Eight (8) corrected copies (18"x24") site plan shall be prepared and submitted to the Zoning Administrator on or before the submittal deadline date. These copies will be submitted to the Zoning Commissioners for their review and approval.
- 1001.03 Applicant Must Be Represented at Zoning Commission, Architectural Review Board and Mayor/Board of Aldermen Meetings: Applicants (or their designated representative) for site plan approval shall be present at meetings of the Zoning Commission and Board of Aldermen when their proposed site plan is to be reviewed, or no action will be taken by those bodies.
- 1001.04 Zoning Commission Review of Site Plan: Following receipt of the site plan and supporting data, the Zoning Administrator shall

forward one copy and those of other City staff to the Zoning Commission for review.

The Zoning Commission shall review the Site Plan: and data at its next regular meeting following submission of same to the Zoning Administrator. THE ZONING ADMINISTRATOR (OR HIS/HER DESIGNATED REPRESENTATIVE) SHALL BE PRESENT AT THE PLANNING COMMISSION MEETING.

After reviewing all information relative to the site plan, the Zoning Commission may recommend approval or disapproval of the site plan or before approval, may request the applicant to modify, alter, adjust or otherwise amend the plan. Such conditions may be accepted and agreed to by the applicant at the time and without further hearing, unless the applicant appeals the recommendation to the Mayor and Board of Aldermen in accordance with the Zoning Ordinance. In any case, the Zoning Commission shall make a written statement of its findings (in the form of Minutes).

1001.05

Approval of Site Plan by Mayor and Board of Aldermen: The Zoning Administrator shall forward there commendation of the Zoning Commission to the Mayor and Board of Aldermen on the third Tuesday of the month. The Mayor and Board of Aldermen shall approve or deny, in whole or in part, the recommendation of the Zoning Commission, and this shall be done by the Mayor and Board of Aldermen without the necessity of holding further hearings (unless appealed in accordance with the Zoning Ordinance. Such action by the Mayor and Board of Aldermen shall constitute final approval of site plan and authority for the developer to proceed with the proposed development subject to approval of the Canton Architectural Review Board and the issuance of a building permit. Following such approval by the Mayor and Board of Aldermen, the Zoning Administrator shall stamp copies of the site plan "APPROVED", sign them. The applicant may request a copy of the stamped approved plan. One copy shall be retained by the Zoning Administrator in his files. 10 copies that are 11"x17" shall be submitted to Mayor and Board of Aldermen for there review and approval.

1001.06

Site Plan Becomes Zoning Requirements for Proposed Use: The approved site plan shall become the zoning requirements for the property involved. All construction, except

for minor adjustments provided under the Section 1001.07 below, shall be consistent with the approved site plan.

- 1001.07 Minor Adjustments to the Approved Site Plan: After the final site plan has been approved, minor adjustments to the plan which comply with the spirit of the Zoning Ordinance and the intent of the Mayor and Board of Aldermen in approving the site plan may be authorized by the Zoning Administrator as provided under Sub-section 1001.02.
- 1001.08 As-Built Plans: In the case where exact lot lines cannot be drawn until after construction, (e.g., townhouse subdivisions) the builder shall submit "as-built plans" of the development following construction.
- 1001.09 Utility location: Contact shall be made with Larry Feduccia at Canton Municipal Utilities (CMU) at 859-2474 to discuss utility location. The results of this discussion shall be indicated on the initial submittal. Site plan will not be reviewed by staff if CMU has not been properly notified and comments recorded on initial submittal.
- 1001.10 Land Disturbance Plan: A land disturbance plan shall be provided in accordance with Chapter Two of the Unified Development Code of the City of Canton.

Section 1002: Specifications for All Required Site Plans

The purpose of this Section is to present in one place the data and specifications required for any proposed development which shall require site plan review under this Ordinance. The following data shall be supplied by the applicant by showing such information on the required site plans:

- (a) Existing and Proposed Lot lines (property lines).
- (b) The zoning of adjacent lots.
- (c) The names of owners of adjacent lots.
- (d) Rights-of-way of existing and proposed streets, including streets shown on the adopted Thoroughfares Plan.
- (e) Existing and Proposed Accessways, curb cuts, driveways and parking (including number of parking spaces to be provided) and loading areas.

- (f) All existing and proposed easements and rights-of-way, existing and/or to be dedicated. Contact Canton Municipal utilities at 859-2474.
- (g) All existing and proposed gas, water and sanitary sewer lines; also, the location of all existing and proposed fire hydrants. Contact Canton Municipal Utilities at 859-2474.
- (h) A drainage plan showing all existing and proposed storm drainage facilities. The drainage plan shall indicate adjacent up-stream drainage basin(s) and through-site drainage courses and projected storm water volumes from off-site and on-site sources, as required by the City's Storm Water Management Ordinance and
- (h) Show BFE as required by the City's Flood Prevention Ordinance. Floodplain zone designations according to maps prepared by the Federal Emergency Management Agency, National Flood Insurance Program (NFIP) or latest data available, and any proposed floodway modifications.
- (i) Building lines and the location of all structures and utilities, existing and proposed above and below ground.
- (j) Proposed uses of the land and buildings.
- (k) Existing Contours at vertical intervals of two (2) feet or less based on National Geodetic Vertical Datum (NGVD) plus proposed finish grade contours as required by the Landscape Ordinance.
- (l) Open space and recreation areas, when required.
- (m) Area (in square feet and/or acres) of parcel.
- (n) Proposed gross lot coverage by buildings and structures.
- (q) Number and type of dwelling units (where proposed).
- (r) Location of sign structures.
- (s) Existing and proposed lighting.
- (t) A "development plan" when staging of development is proposed.
- (u) Traffic study if deemed necessary by the Zoning Administrator and/or the City Engineer.
- (v) Location map.
- (w) Exterior elevations.
- (x) Scale of drawings both by written scale and graphic scale.
- (y) Magnetic north arrow.
- (z) Any additional data necessary to allow for a thorough evaluation of the proposed use.

In addition, a title block shall be shown on the site plan which such information as the date and date of any revisions, name of developer, name and address of owner, zoning of subject property, name of engineer and landscape architect, etc. shall be located.

- 1002.01 Other Exhibits: Photographs, renderings, color slides, models and similar items may be required of the applicant if Mayor and Board of Aldermen deem it is necessary to have a full understanding of the proposal.
- 1002.02 Staging of Development Requires Development Plan: Whereas developer proposes to construct a particular land use requiring site plan review under this Ordinance by stages, (e.g., PUD's, large multi-family developments, large commercial developments, etc.), sufficient data shall be provided in development plan (sometimes referred to as a sketch plat or master plan) to indicate such staging by numbers and types of buildings or structures proposed for each stage, the general area to be developed in each stage and related information. The general concept presented in the development Plan shall be adhered to as much as possible by developers. Significant deviations (as determined by the Zoning Commission) from the development plan initially approved shall require approval by the Mayor and Board of Aldermen following recommendation by the Zoning Commission.

Section 1003: **Criteria for Site Plan Review**

Criteria for site plan review consist of the five components specified below:

- 1003.01 Consistency with Adopted Land Use Plan an Zoning Ordinance: The proposed site plan shall be consistent with adopted Land Use Plan and Zoning Ordinance (including the official Zoning Map).
- 1003.02 Vehicular Traffic Circulation and Parking: The following aspects of vehicular traffic circulation and parking shall be reviewed:

-Is the site plan consistent with the adopted Thoroughfares Plan?: Are the developer's plans for any new streets that will traverse the site consistent with proposed alignment and right-of-way/surface width requirements indicated on the adopted Thoroughfares Plan? Do the developer's planned setbacks for buildings and structures consider the proposed widening of existing streets and highways reflected on the adopted Thoroughfares Plan? If the proposed development will abut an unpaved street, are the developer's plans for paving that street consistent with the right-of-way/surface width specifications shown in the adopted Thoroughfares Plan?

- Street network capacity: Is the street system in the vicinity capable of carrying traffic generated by the proposed development, according to traffic projections developed by the City Engineer or the Central Mississippi Planning and Development District?

-Traffic engineering operation of adjacent streets: What traffic control devices are needed on adjacent streets?

-Compliance with Zoning Ordinance (Off-Street Parking, Loading, and Access Requirements)

-Are proposed freight delivery areas separated from customer access in commercial and industrial developments?

1003.03 Utilities: The following shall be evaluated with regard to utilities:

- Water and sewer system capacity and oversizing (future) needs

- on-site and off-site drainage requirements, including retention ponds

- Are underground utilities required on the site?

- Are garbage disposal facilities enclosed in accordance with the Canton Landscape Ordinance?

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1003.04 **Fire Safety:**

- Are fire hydrants shown on the site plan and properly located to ensure fire protection for all structures?

- Are there at least two points of ingress/egress for apartment or condominium complexes, office parks, shopping centers, industrial parks, etc. to provide access for fire equipment and to provide for evacuation when necessary?

- Are buildings spaced in accordance with this Ordinance and the adopted Building Code

1003.05 **Architectural and Landscape Review by the Canton Architectural Review Board (CARB)**

- submit eight (8) sets of landscape plan to the Zoning Administrator on or before the submittal deadline date. The Zoning Administrator shall notify the applicant of any deficiencies or omissions in the landscape plan.

The landscape plan shall not be processed until all the required data is provided. Note: The Architectural Review Board meets every second and fourth Tuesday of the month at 5:00 p.m.

- an architectural colored rendering (perspective and/or elevation) and plans of all building and structures showing style of architecture prepared in accord with the requirements of the Southern Building Code as adopted by the City of Canton. All colors, materials and finished shall be shown by notation or by use of accepted architectural symbols.
- a vicinity map and renderings or photographs of all development on immediately adjacent properties.
- if the proposed development is residential and will abut the Illinois Central Gulf Railroad tracks, is the 101-foot railroad setback required.
- Perimeter Landscaping: Does the site plan indicate the required 10-foot landscape strip along any abutting arterial streets? Are the proposed spacing, sizes and types of landscaping consistent with the Landscape Ordinance Requirements for the City of Canton, Mississippi?
- Interior Lot Landscaping: Where required by this Ordinance, does the site plan indicate landscaping of for areas not used for buildings and other structures, parking, required lots and driveways? Is the proposed landscaping consistent with the Landscape Ordinance Requirements for the City of Canton, Mississippi?
- Parking Lot Landscaping: Is the proposed parking lot landscaping shown on the site plan consistent with the Landscape Ordinance Requirements for the City of Canton, Mississippi?
- Preservation of Vegetation: Does the site plan propose the preservation of trees and other vegetation as much as possible?
- Is proper use made of floodplains on the site? For example, for open space or passive recreational areas.
- Application for Architectural Approval shall be completed and paid before a building permit will be issued.
- Provide a caliper schedule of existing and proposed plant material. The aggregate amount of caliper shall be in compliance with the Canton Landscape Ordinance.
- Exterior elevations/colors. Review by Canton Architectural Review Board.