

Process Guide:

Site Development Plan (SDP) Process

This guide describes the Site Development Plan (SDP) Process and should be used in conjunction with the Zoning Resolution and Land Development Regulations.

The Site Development Plan process is an administrative process established to provide compliance with plat and/or exemption from platting restrictions, zoning conditions and regulations contained in the **Land Development Regulation** and **Zoning Resolution**. This process comprehensively considers a wide range of specific site issues related to the particular development proposed, including but not limited to landscaping, parking, signage, architecture, and lighting. The process will also establish the final construction plans and will assure that those plans are reviewed against the requirements of the Land Development Regulation.

Compliance with the Site Development Plan process is required for industrial, commercial, multi-family, recreational and institutional uses in the following situations:

- 1** Prior to the issuance of a permit to construct a new building that is 200 square feet Gross Floor Area or larger in size.
- 2** Prior to the issuance of a tenant finish or other permit where proposed vehicular trips would require site improvements.
- 3** Prior to the issuance of any permit to construct an addition of 25% or greater to any existing building.
- 4** Prior to the issuance of any building permit to construct an addition of 2,500 square feet Gross Floor Area or greater even if the addition is less than 25% of an existing building.
- 5** Subsequent to any changes from a residential use or residential zoning to an industrial, commercial or institutional use or zone regardless of whether there are existing or proposed buildings.
- 6** Prior to the creation of any additional multi-family units within an existing building. This does not include adding a caretaker's unit to an existing commercial building.
- 7** Prior to the issuance of a tenant finish where additional floor space will be created within an existing building, such as a second floor being added to the interior air space of an existing one story building.
- 8** Prior to the issuance of the first permit for a mobile home in a new mobile home park or when more than 50% of the existing mobile home spaces have been modified.

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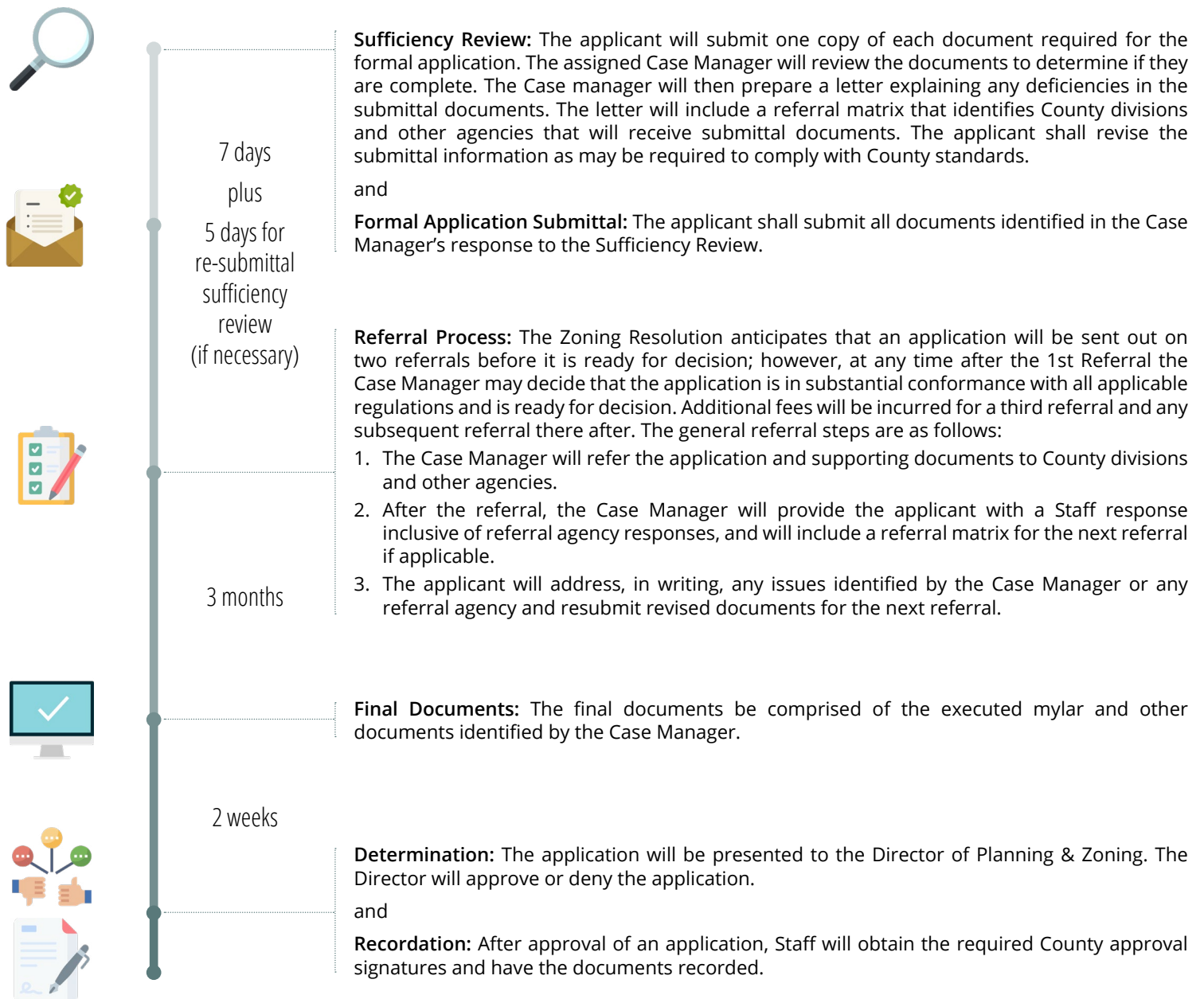
Strongly Encouraged Pre-Application

The Pre-Application process (optional) was created to provide applicants with a quick review of development proposals based on limited information. The review is intended to provide information about the regulations and process that will assist an applicant in making key decisions about the development proposal prior to making a formal application. Refer to the Zoning Resolution and the **Pre-Application Guide** for additional details.

Submittal Requirements

The submittal documents required for an application will vary based on the specifics of each unique application. Prior to the Formal Application, the case manager will provide the applicant with information identifying the type and number of required documents for the application. A complete explanation of the submittal requirements can be found in the **Submittal Requirement Section** of the Zoning Resolution.

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*The information provided above is intended to be an overview of the Site Development Plan Process. For a complete explanation of the Site Development Plan Process, please refer to the **Zoning Resolution** or the **Land Development Regulation**.*

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Evaluation/Decision

A Development Application is evaluated to assure compliance with the following:

1 Any condition or restrictions on an applicable plat or exemption document.

2 The requirements of the underlying zoning for the property.

3 The development standards of the Zoning Resolution and the Land Development Regulation.

After thorough review by Staff, a Site Development Plan application is presented to the Director of Planning & Zoning for final decision. The Director may ask for additional documents before making a determination. An approval by the Director may be subject to the applicant meeting certain conditions before the issuance of building permits.

Community Involvement

Keeping the public informed of development applications is a high priority in Jefferson County. The following summarizes the notification required for the Site Development Plan application and the method by which the public may provide input:



Formal Application

Notification: community mailing and sign posting.

This mailing notifies the public that an application has been submitted and that documents related to the application are available for review. Any comments submitted by the public will be provided to the applicant and will also be included as a part of the staff report prepared for the Determination by the Department Director. The applicant may choose to amend the application request based on the comments received.

Note: The notification requirements are explained in detail in the *Zoning Resolution* and the *Notification Guide*.

The Role of Public Comments in the Site Development Plan Process

Applicant: The applicant may choose to amend the application request based on the comments received by the public.

Staff: Staff will review the comments and may provide suggestions to the applicant in order to address the public comments; however, the basis for a recommendation by Staff on the application is limited to the criteria identified above in the Evaluation/Decision section.

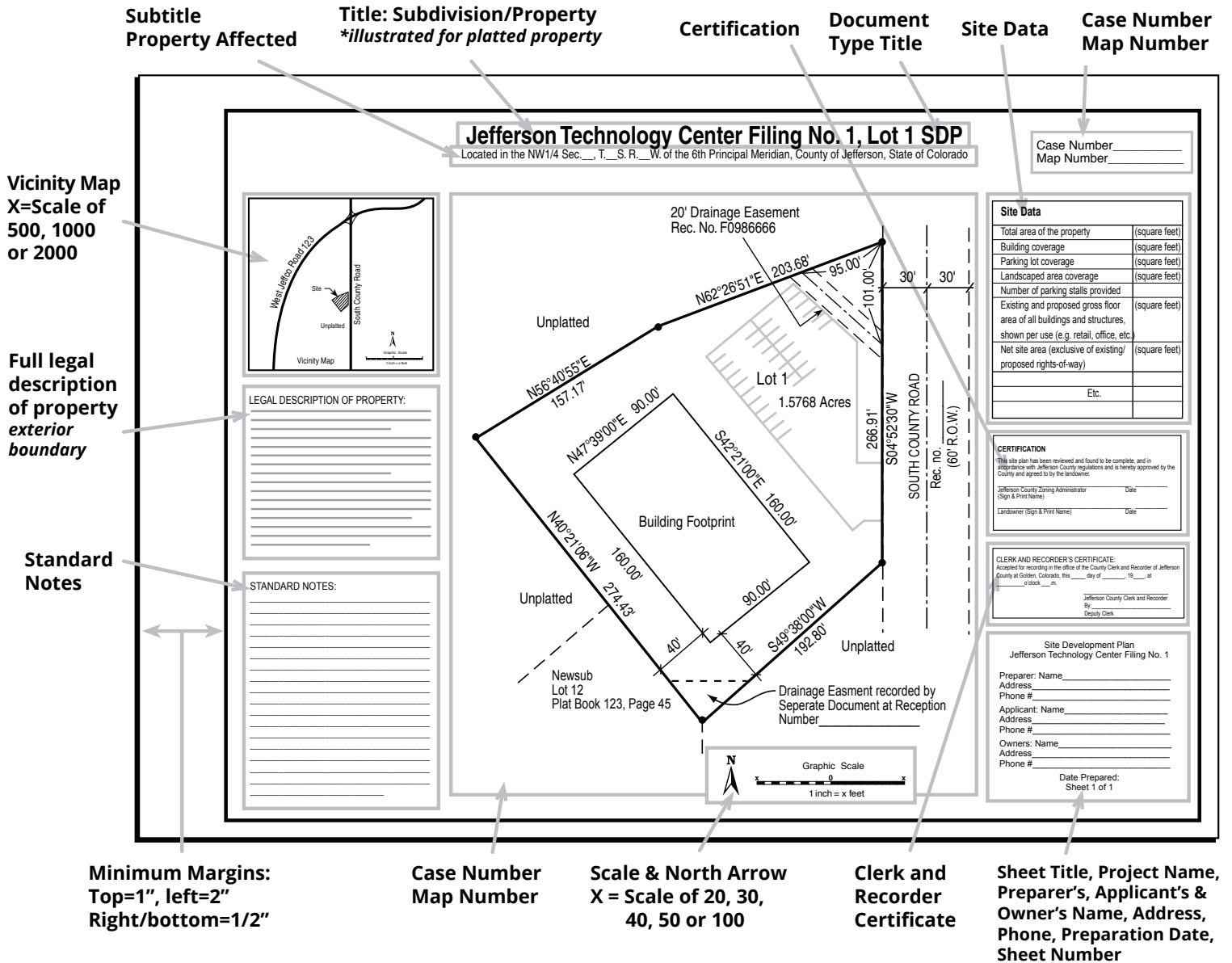
Director of Planning & Zoning: The Director will consider public comments, and may use those comments as a factor in their decision on an application; however, the basis for a decision by the Director on the application is limited to the criteria identified above in the Evaluation/Decision section.



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Site Development Plan Format

The graphic shown below indicates the preferred layout of the Site Plan that is required as a part of the Site Development Plan process. This example is provided for general reference only and should not be duplicated. Refer to the Certificates Section in Section 8 of the Land Development Regulation and Section 7 of the Zoning Resolution for additional format requirements.



Fees are online at our web site.
Make checks payable to Jefferson County Treasurer.