

## ZONING ORDINANCE

### *400 Attachment 2*

### **City of Strafford**

### **APPENDIX A Information Required With Application [Ord. No. 659 §1 (App.A), 5-2-2011]**

#### **A-1: In General.**

- A. As provided in Article IV, Section 400.160, it is presumed that all of the information listed in this appendix must be submitted with an application for an approved use, sign, conditional use, or preliminary plat approval to enable the permit-issuing authority to determine whether the development, if completed as proposed, will comply with all the requirements of this Chapter. As set forth in Article VI, Section 400.150, applications for variances are subject to the same provisions. However, the permit-issuing authority may require more information or accept as sufficient less information according to the circumstances of the particular case. A developer who believes information presumptively required by this appendix is unnecessary shall contact the City Administrator for an interpretation.
- B. As also provided in Article IV, Section 400.160, the City Administrator shall develop application processes, including standard forms, to simplify and expedite applications for simple developments that do not require a full range of information called for in this appendix. In particular, developers seeking only permission to construct single-family or two-family residences or to construct new or modify existing signs should contact the Administrator for standard forms.

#### **A-2: Written Application.**

Every applicant for a variance, sign, conditional use or preliminary plat approval shall complete a written application containing at least the following information:

1. The name, address, and phone number of the applicant.
2. If the applicant is not the owner of the property in question, (1) the name, address, and phone number of the owner, and (2) the legal relationship of the applicant to the owner that entitles the applicant to make application.
3. The date of the application.
4. Identification of the particular permit sought.
5. A succinct statement of the nature of the development proposed under the permit or the nature of the variance.

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6. Identification of the property in question by street address and/or tax map reference.
7. The approved use district within which the property lies.
8. The number of square feet in the lot where the development is to take place.
9. The gross floor area of all existing or proposed buildings located on the lot where the development is to take place.
10. If the proposed development is a two-family or multi-family residential development or an architecturally integrated subdivision, the number of one-, two-, three-, or four-bedroom dwelling units proposed for construction.

### **A-3: Development Site Plans.**

Subject to Section A-1 of this appendix, every application for a variance, sign, conditional use or preliminary plat approval shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, man-made, and legal features on and near the site in question, all in conformity with Sections A-4 through A-6 of this appendix.

### **A-4: Graphic Materials Required For Plans.**

- A. The plans shall include a location map that shows the location of the project in the broad context of the City. This location map may be drawn on the development site plans or it may be furnished separately using reduced copies of a map of the City available at City Hall.
- B. Development site plans shall be drawn to scale, using such a scale that all features required to be shown on the plans are readily discernible. Very large developments may require that plans show the development in sections to accomplish this objective without resort to plans that are so large as to be cumbersome, or the objective may be accomplished by using different scales to illustrate different features. In all cases, the permit-issuing authority shall make the final determination whether the plans submitted are drawn to the appropriate scale, but the applicant for a preliminary plat approval or conditional use permit may rely in the first (1st) instance on the recommendations of the City Administrator.
- C. Development site plan should show on the first (1st) page the following information:
  1. Name of applicant.
  2. Name of development (if any).
  3. North arrow.
  4. Legend.

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5. Scale.
- D. All of the features required to be shown on plans by Sections A-5 and A-6 may be included on one (1) set of plans, so long as the features are distinctly discernible.

### **A-5: Existing Natural, Man-Made, And Legal Features**

- A. Development site plans shall show all existing natural, man-made, and legal features on the lot where the development is to take place, including, but not limited to, those listed below. In addition, the plans shall also show those features, indicated in the following by an asterisk (\*), that are located within fifty (50) feet in any direction of the lot where the development is to take place, and shall specify the use made of adjoining properties.
- B. Existing natural features:
  1. Tree line of wooded acres.
  2. Individual trees eighteen (18) inches in diameter or more, identified by common or scientific name.
  3. Orchards or other agricultural groves by common or scientific name.
  4. \*Streams, ponds, drainage ditches, swamps, boundaries of floodways and flood plains.
  5. \*(If the proposed development is a subdivision of more than fifty (50) lots or if more than five (5) acres of land are to be developed), base flood elevation data.
  6. \*Contour lines (shown as dotted lines) with no larger than two (2) foot contour intervals. (As indicated)
- C. Existing Man-Made Features.
  1. \*Vehicle accommodation area (including parking areas, loading areas and circulation areas, see Article XVII), all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
  2. Streets, private roads, sidewalks, and other walkways all designated by surface material.
  3. Curbs and gutters, curb inlets and curb cuts, and drainage grates.
  4. Other storm water or drainage facilities, including manholes, pipes, and drainage ditches.
  5. Underground utility lines, including water, sewer, and electric.
  6. Above ground utility lines and other utility facilities.

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7. \*Fire hydrants.
  8. \*Buildings, structures and signs (including dimensions of each).
  9. Location of exterior light fixtures.
  10. \*Location of dumpsters.
- D. Existing Legal Features.
1. The approved use of the property, including approved use district lines where applicable.
  2. Property lines (with dimensions identified).
  3. Street right-of-way lines.
  4. Utility or other easement lines.

### **A-6: Proposed Changes In Existing Features Or New Features.**

- A. Development site plans shall show proposed changes in (1) existing natural features (see A-5 B) (2) Existing man-make features (see A-5 C), and (3) existing legal features (see A-5 D).
- B. Development site plans shall also show proposed new legal features especially new property lines, street right-of-way lines, and utility and other easements, as well as proposed man-made features, including, but not limited to, the following:
1. The number of square feet in every lot created by a new subdivision.
  2. Lot dimensions, including lot widths measured in accordance with Article XVI, Section 3.
  3. The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all building and freestanding signs are set back from property lines, streets or street right-of-way lines.
  4. Principal side(s) building elevations for typical units of new buildings or exterior remodeling of existing buildings showing building heights and proposed wall sign or window sign area.
  5. The location and dimensions of any recreational areas provided in accordance with Article XVI with each area designated as to the type of use.

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6. Areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
7. Streets labeled by classification (see Article XI, Section 400.435) and street name showing whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths. Private roads in subdivision shall also be shown and clearly labeled as such.
8. Curbs and gutters, curb inlets and curb cuts, drainage grates.
9. Other storm water or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.
10. Sidewalks and walkways, showing widths and surface material.
11. Bridges.
12. Outdoor illumination with lighting fixtures sufficiently identified to demonstrate compliance with Article XX, Section 400.900.
13. Underground utility lines, including water, sewer, and electric power. Water and sewer pipeline signs shall be labeled.
14. Above ground utility lines and other facilities.
15. Fire hydrants.
16. Dumpsters.
17. New contour lines resulting from earth movement (shown as solid lines) with no larger than two (2) foot contour intervals (existing lines should be shown as dotted lines).
18. Scale drawings of all signs requiring permits pursuant to Article XIX, together with an indication of the location and dimensions of all such signs.
19. Vehicle accommodation areas (including parking areas and circulation areas, see Article XVII), all designated by proposed parking spaces and the dimensions and direction of travel lanes, aisles, and driveways.
20. Proposed plantings or construction of other devices to comply with screening requirements of Article XVI as well as proposed plantings of trees to comply with the shading requirements of Article XVI. Plans shall label shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, show the circles of the mature crowns (major trees shall be drawn at their actual mature crown), and indicate the height at the time of planting.

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### **A-7: Documents And Written Information In Addition To Plans.**

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:

1. Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
2. Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.
3. Detailed description of play apparatus or other recreational facilities to be provided in open space, if applicable.
4. Legal documentation establishing homeowners associations or other legal entities responsible for control over required common areas and facilities.
5. Bonds, letters of credit, or other surety devices.
6. Complete documentation justifying any requested deviation from specific requirements established by this Chapter as presumptively satisfying design standards.
7. Written evidence of permission to use satellite parking spaces under the control of a person other than the developer when such spaces are allowed pursuant to Article XVII, Section 400.750.
8. Written evidence of good faith efforts to acquire satellite parking under the circumstances set forth in Article XVII, Section 400.750.
9. Verification that manufacturing classification uses will meet performance standards set forth in Article XVIII. Such verification shall be made by a licensed engineer or other qualified expert unless it is utterly apparent from the nature of the proposed development that such expert verification is unnecessary.
10. Time schedules for the completion of phases in staged development, as required in Article IV, Section 400.220.
11. The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.

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### **A-8: Number Of Copies Of Plans And Documents.**

With respect to all plans and other documents required by this appendix, the developer/builder shall submit the number of copies deemed necessary to expedite the review process and to provide necessary permanent records.

1. Two (2) sets of stamped plans are needed for commercial building permits.
2. One (1) complete set of plans and one (1) floor plan are needed for a residential building permit. (Apartment application is considered commercial permit.)
3. Three (3) copies of the preliminary plat and three (3) copies of the engineering report are needed for a submittal to the Planning and Zoning Commission.