



APPLICATION FOR SITE PLAN REVIEW

FOR OFFICE USE ONLY

Received: _____

Council Approved: _____

District No. _____, _____

***Fee: \$500.00 (Non-Refundable)**

(PLEASE PRINT)

Application Date: _____

Address to be reviewed: _____

Name or description of Project: _____

Legal description of property: _____

	Lot(s)	Square	Subdivision
--	--------	--------	-------------

Currently Zoned: _____

Use: Permitted Conditional Non-conforming

Expansion/Addition (% of original expansion) New Business New Building Change of Use

Name of Property Owner: _____ Phone Number(s): _____

E-Mail Address: _____

Address of Property Owner: _____

Name of Applicant/Agent: _____ Phone Number(s): _____

E-Mail Address: _____

Address of Applicant/Agent: _____

Check all that apply: Building Permit Electrical Mechanical Plumbing Occupational License
Lease Health Dept. ABO Fire Marshal Historic District

Involves: Variance Resubdivision Zoning Change

Primary Setbacks: Front: _____ Rear _____ L Side _____ R Side _____

Building size: _____' x _____'; _____ Sq. ft. Lot size: _____' x _____'; _____ Sq. ft.

Parking Spaces: Existing: _____ Proposed: _____ Surface Type: _____

Loading/Service Areas: _____ Lighting: Number _____ Height: _____ Type _____

Type of Sign: Pole _____ Wall _____ Monument _____ Illuminated: YES _____ NO _____

Number of signs: _____ Size(s): _____ Total Sq. ft. of signs: _____

Landscaping: Number of trees _____ Number of bushes: _____

ATTACH SURVEY/SITE PLANS (REQUIRED)

ARCHITECT/ENGINEER CONTACT: _____ (IF APPLICABLE)

INFORMATION PROVIDED SHALL CONFORM TO THE PROVISIONS OF SEC. 58-70.- SITE PLAN REVIEW PROCESS.

APPROVED FOR PRESENTATION

Planning & Zoning Official

Date signed

REMARKS: _____

I AFFIRM THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE AND CORRECT. (PLEASE SIGN AND PRINT NAME BELOW)

Signature of Property Owner

Property Owner (PRINT NAME)

Signature of Applicant/Agent

Applicant/Agent (PRINT NAME)

SEC. 58-70. - SITE PLAN REVIEW PROCESS

Extracted from the online Gretna Code on May 26, 2016

The regulations set in this section are in addition to those established above in sections 58-57 through 58-69.

(1) Purpose and applicability.

- a. The purpose of a site plan is to assist the planning and zoning official in determining whether specific standards as set forth in subsection (1)e of this section have been met. Site plan reviews shall be required for all conditional uses in all zoning districts. In the case of single-family and two-family floor plans only may be submitted as part of the permitting process.
- b. The site plan review process delineated herein shall apply to all new development and all existing development with a change of use, major additions, or renovations, and shall require final approval by the city council.
- c. All site plans shall be reviewed by a site plan review committee prior to final approval. The site plan review committee shall be comprised of representatives from the following departments: planning and zoning, the chief of police or the chief of police's representative, public utilities, public works, the city engineer, building official, city project manager, and the fire chief or the fire chief's representative.
- d. Upon adoption, the following uses shall become conditional uses. A site plan review will also be required for the following uses which will only be allowed as conditional uses in all zoning districts:
 1. Adult day care facilities.
 2. Amusement enterprises (indoor).
 3. Apartments.
 4. Automobile, trailer and farm equipment sales.
 5. Bars, night clubs and lounges.
 6. Bed and breakfast establishments.
 7. Beauty salons and barber shops.
 8. Clubs and lodges.
 9. Cemeteries.
 10. Condominiums.
 11. Filling stations and service stations.
 12. Funeral homes, mortuaries and undertaking establishments.
 13. Garages, public storage and repairs.
 14. Health care facilities.
 15. Health clinics.
 16. Hotels.
 17. Institutions.
 18. Laundromats.
 19. Lodging houses.
 20. Massage and tattoo parlors.
 21. Milk and ice and other distribution stations.
 22. Mini storage structures.
 23. Motels.
 24. Nursery school, preschool and kindergartens.
 25. Parking garages and parking lots.
 26. Private clubs and lodges.
 27. Radio and television studios and broadcasting stations.
 28. Recreational uses.
 29. Repair shops for light or small machines and appliances.
 30. Restaurants.
 31. Retail uses over 25,000 square feet.
 32. Schools.
 33. Shops for major and minor repairs.
 34. Taxi and public transit stands.
 35. Townhouses.
 36. Trade, service and repair establishments.
- e. The following additional information will also be considered by the site plan review committee. Such additional information may include, but is not limited to, the following:
 1. History of police calls related to the applicant's property;

SEC. 58-70. - SITE PLAN REVIEW PROCESS

Extracted from the online Gretna Code on May 26, 2016

2. Water, sewer and drainage serving the applicant's property, with reference to location, availability and adequacy;
3. Proximity to schools, churches, libraries and playgrounds;
4. Traffic generation for peak-hour of use and peak-hour of street for both weekdays and Saturday (Current *ITE Trip Generation Manual* shall be used);
5. Parking demand for peak-hour of use for both weekdays and Saturday (Current *ITE Trip Generation Manual* shall be used);
6. Traffic circulation patterns;
7. Hours of operation;
8. Name and address of a point of contact;
9. Impact on surrounding businesses and residences.

(2) *Submittal requirements for site plans; contents.* Site plans should be prepared at a scale of not more than 50 feet to one inch and should, at a minimum, contain the following information:

- a. The name, address and phone number of the individual or firm preparing the plan.
- b. The north arrow, scale and date.
- c. The boundaries of the property involved, the general location of all servitudes, sector lines, property lines, open spaces, existing streets and/or waterways, marshes, floodplains, and all other significant topographical features in and adjoining the project.
- d. The approximate location and sizes of sanitary and storm sewers, water mains, culverts, and other underground utilities and structures in or near the project.
- e. The general location and character of construction of any proposed streets, alleys, driveways, curb-cuts, entrances and exits, walkways, loading areas, parking spaces, traffic circulation patterns, utility and sanitary facilities.
- f. The approximate height, location and elevations of all existing and proposed structures showing setback dimensions, use and type of materials and color schemes.
- g. Floors plans of all structures and their uses, drawn to scale with all dimensions and labels, showing main floor, typical floors and layout of individual units, including any accessory uses.
- h. General location, height and material of all fences, walls, screen plantings, planting beds and barrier curbs.
- i. Location, material and size of all existing and proposed landscaping materials.
- j. General location, number, character, size, height and orientation of all proposed signage.
- k. General location, number, character, height and orientation of all proposed outdoor lighting systems.
- l. Parking layout showing the total number of required and proposed parking spaces.
- m. A tabulation of the total gross area in square feet or acres of the project site and the floor area in square feet of any building in the proposed development.
- n. A litter abatement plan indicating days and times of trash pick-up, location of the trash disposal system and details of screening, including type, height and elevation of dumpster and fence. The name of a contact person shall be provided in the event of an emergency or the need for inquiries and complaints regarding trash disposal and pick-up.
- o. Maintenance plan for all landscaped areas, including schedules for watering and fertilizing, debris and weed clearance and sprinkler details (if sprinkler system is used).

SEC. 58-70. - SITE PLAN REVIEW PROCESS

Extracted from the online Gretna Code on May 26, 2016

- p. An erosion sheet for construction fill and material to be contained to the construction site to prevent run off into the city's drainage system as per MS4 Regulations.
- (3) *Application and processing of site plans.* The property owner, developer, or designated representative may initiate a site plan review by filing a completed site plan review application form and a non-refundable fee of \$500.00 with the planning and zoning official. The planning and zoning official/site plan review committee will advise the applicant on changes required for compliance with the zoning ordinance. The applicant shall make all necessary changes to the site plans to receive final approval. The staff level recommendations shall be forwarded to the city council for final approval. Once the required changes have been made, and the request has been approved, the applicant will submit one original and one copy to be stamped for approval. The revised plans will receive stamped approval from the planning and zoning official. The copy of the approved and stamped site plans will remain on file with the city. The applicant will take the original set of approved and stamped plans to be recorded with the planning and zoning official. (Per Ord. #4768, adopted March 8, 2017)
- (4) *Expiration and extension.*
- a. If an application for a building permit for the use subject to the site plan has not been filed within two years of the date of stamped approval, the site plan shall expire and no construction shall be permitted nor use be established until a new site plan is approved for the intended use.
- b. If the applicant requires an extension of the site plan, the applicant shall submit a written request to the planning and zoning official at least 60 days prior to the date of expiration. The site plan may be extended for a period not to exceed 12 months.
- (5) *Special site design standards.*
- a. *Site requirements.*
1. All buildings shall be set back no less than 20 feet and no more than 30 feet from the street right-of-way.
 2. The 20-foot setback shall be landscaped with grass, trees and shrubs, except for approved drives. Trees shall be planted at the rate of one per 25 lineal feet of street frontage, and may be spaced evenly or planted in groups or clusters.
 3. No parking or pavement shall be allowed in this area.
 4. All new development and all expansions to existing development shall be limited to two stories in height.
 5. There shall be no balcony and/or window openings on any new building development and any expansions to existing buildings on sides adjacent to residential districts.
 6. All new development and all expansions to existing development shall provide access from a major thoroughfare with three or more travel lanes.
 7. Where new development and expansions of existing development are adjacent to residential districts, there shall be a minimum 100-foot setback from the residential districts that shall be maintained as green space.
- b. *Overall landscaping.* All uses shall comply with the general landscaping standards set forth in article V, division 2 of this chapter. It is the responsibility of the owner, tenant or their agent to provide the city with a maintenance plan at the time of the application to ensure landscaped areas remain in an attractive, healthy condition and kept free from debris.
- c. *Perimeter landscaping.*
1. All uses shall provide a perimeter-landscaping strip no less than five feet in width. This area shall be landscaped with shrubs, grass and trees planted at the rate of one tree for each 50 feet or fraction thereof. Trees shall be planted in accordance with the standards set forth in article V, division 2 of this chapter.
 2. Two perimeter-landscaping strips may abut each other. The planting design and materials of each shall be compatible on order to prevent maintenance problems.

SEC. 58-70. - SITE PLAN REVIEW PROCESS

Extracted from the online Gretna Code on May 26, 2016

3. An opaque wood fence at a minimum height of six feet and a landscape buffer no less than ten feet in width shall be provided between any non-residential use and adjoining residential properties. The buffer shall be planted with trees, shrubs and grass.
- d. *Interior landscaping.* Interior landscaping shall apply to all vehicular use areas (defined as all areas subject to vehicular traffic, including parking lots, accessways, loading areas and service areas) to meet or exceed the following standards:
1. Any one island shall contain at least one 3.5-inch caliper tree at least ten feet in height at planting. The island shall also be surfaced with shrubs and ground cover or grass. No paving shall be permitted in the island.
 2. One tree shall be planted for each 100 square feet within an interior island.
 3. Three shrubs, at least four feet in height when planted, shall be required for each tree required in subsection (5)d.2 of this section. Such planting shall attain a minimum height of six feet when mature.
 4. Each interior landscaped area shall be raised and curbed with permanently anchored curbing at a minimum height of six inches.
 5. Each landscaped island shall be at least 60 square feet in area.
 6. The total of all interior landscaped areas shall occupy a minimum of 20 percent of the vehicular use area.
 7. One Class A tree, as defined in this chapter, shall be required for every ten parking spaces.
 8. When any part of a vehicular use area is visible from a street or public right-of-way that abuts the property, there shall be a continuous planting between the vehicular use areas and abutting right-of-way. Such planting shall be at a minimum height of four feet when planted and shall attain a minimum height of six feet when mature. Such planting may be in the form of a hedge and/or several types of trees in conjunction with evergreen shrubs. As an alternative to the continuous planting, a masonry wall, wood fence or ornamental metal fence, or a combination of the above elements, meeting the same height requirements, may be substituted.
 9. Where applicable to day care centers and schools, all vehicular use areas shall be screened with six-foot high opaque wood fence and landscaping consisting of trees, shrubs and grass.
- e. *Loading and service areas.*
1. All loading areas shall be screened by wood, brick or masonry fences at least six feet in height.
 2. Service drives or other areas shall be provided for off-street loading and in such a way that in the process of loading or unloading, no truck will block the passage of other vehicles on the service drive or extend into any other public or private drive or street.
- f. *Lighting.*
1. All lighting standards shall be limited to a maximum height of 35 feet in all industrially zoned districts and to a maximum of 25 feet in all other districts.
 2. Where a nonresidential use abuts a residential use, all light standards shall be directed away from said adjacent residential uses.
 3. Gas station canopies shall provide recessed lighting only.
 4. No roof top lighting of any kind shall be permitted.
- g. *Signs.* All uses shall comply with the general sign standards set forth in article IV of this chapter. In addition, the following restrictions shall apply:
1. Each nonresidential use shall be allowed to erect one detached sign and one wall sign.
 2. Detached signs shall be limited to a maximum height of 35 feet.

SEC. 58-70. - SITE PLAN REVIEW PROCESS

Extracted from the online Gretna Code on May 26, 2016

3. Where a nonresidential district abuts a residential district, detached signs shall be limited to a maximum of 12 feet in height.
4. Detached signs in all nonresidential districts shall be located within the 20-foot front yard buffer.
- h. *Parking.* All uses shall comply with the general sign standards set forth in article V, division 1 of this chapter.
- i. *Retail uses exceeding 25,000 square feet in floor area.* In addition to the standards set above, retail uses in excess of 25,000 square feet in floor area shall be required to comply with the following standards:
 1. The total required parking shall be dispersed in smaller blocks around the entire site.
 2. No more than ten percent of the total required parking shall be allowed in the area between the building and the required 20-foot landscape buffer.
 3. Each exterior wall surface shall provide facade relief incorporating recesses, articulations, overhangs, etc., at a minimum of 20 percent of the total lineal foot of each exterior wall.
 4. Pedestrian walkways shall be provided through all vehicular use areas and along the exterior of the building.

(Code 1997, § 102-64; Ord. No. 3386, 5-13-2002; Ord. No. 3419, 10-14-2002; Ord. No. 4141, 5-12-2010; Ord. No. 4610, 9-10-2014)

Sec. 58-71. - Exceptions.

- (a) *Purpose.* The purpose of the exception provisions of this section generally is to permit the applicant to apply for use of land for purposes which may be essentially desirable, necessary or convenient to the community, its citizenry or a substantial segment thereof, but which require special consideration of location and site plan because of an inherent tendency to create traffic congestion, noise, density of persons assembling, or which may cause an excessive strain on water resources or sewage disposal facilities or drainage, or which may cause a depreciation or diminution of value of the immediate surrounding property, or may otherwise adversely affect safety or welfare of the immediate surrounding areas. Exceptions are subject to approval standards set in section 58-66.
- (b) *Council action.* The city council may grant an exception from the provision of the comprehensive zoning ordinance in the following instances:
 - (1) *Generally.*
 - a. Where the boundary of a district divides a lot held in single ownership at the time of passage of the ordinance from which this article is derived and no dimensions are indicated on the zoning maps and the exception appealed for is not more than 25 feet in any direction and not to exceed 5,000 square feet, permit the extension of the district to include the entire lot;
 - b. Interpret the provisions of the comprehensive zoning ordinance in such a way as to carry out the intent and purpose of the zoning plan, as shown upon the map fixing the several districts, where the street layout as actually on the ground varies from the street layout as shown on the maps accompanying and made part of this chapter.
 - (2) *Use exceptions.*
 - a. To permit the use of land for public utility and railroad purposes; provided that the city council shall find some compelling necessity for the use, and that any office, repair, storage or garage uses are necessary to the main use, provided further that no such railroad uses shall be permitted in R-3 or more restrictive districts; or
 - b. To permit manufactured homes or mobile homes on any premises in accordance with the provisions of section 58-306.

(Code 1997, § 102-65; Ord. No. 3419, 10-14-2002)

Sec. 58-72. - Review of planning and zoning director decisions; appeal procedures.

SEC. 58-70. - SITE PLAN REVIEW PROCESS

Extracted from the online Gretna Code on May 26, 2016

The city council shall hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the site plan review committee and/or planning and zoning official. Appeals to the city council may be taken by any party aggrieved by a decision of the site plan review committee and/or planning and zoning official. An appeal from the decision of the site plan review committee and/or planning and zoning official shall be taken by filing the same with the planning and zoning official within 14 days after the notice of the action complained of has been received by the applicant (appellant). The appeal shall consist of a written statement setting forth fully the grounds for the appeal. The planning and zoning official shall notify the city council of any appeal and shall forward the entire record to the council including the application, related documentation and the appeal itself. The public hearing in such appeal shall be at the next regularly scheduled meeting of the mayor and city council, provided that the required notice can be given prior to such meeting. Notice of the date of hearing shall be furnished by the planning and zoning official to the appellant in writing, mailed, postage prepaid, to the appellant at the appellant's last known address at least seven days prior to the date set for the hearing.

(Code 1997, § 102-66; Ord. No. 3419, 10-14-2002; Ord. No. 4610, 9-10-2014)

Sec. 58-73. - Review of council decisions.

- (a) Any person or any officer, department, commission, board, district or any other agency jointly or severally aggrieved by the decision of the city council may file writs of certiorari or other appropriate legal proceedings to review such decision to the 24th Judicial District Court of Jefferson Parish, within a maximum time period of 30 days after the decision of the city council. The actions of the city council in denying a request for amendment, supplement or change to the regulations, restrictions, zoning district or boundaries shall be subject to review on grounds of abuse of discretion, unreasonable exercise of policy powers, an excessive use of powers granted to the city council, or the denial of the right of due process. The right of the judicial review of zoning ordinances enacted by the city council shall not be limited to the forgoing grounds.
- (b) A fee of \$75.00 shall be paid to the planning and zoning official at the time the notice of the appeal of the decision of the city council is filed, which shall be credited to the city general revenue fund. Such fee is an administrative fee or cost for preparation of the record of city proceedings subject to court review.

(Code 1997, § 102-67; Ord. No. 3419, 10-14-2002; Ord. No. 4610, 9-10-2014)

TOTAL 7-PAGES INCLUDING APPLICATION