SITE PLAN APPROVAL FLOWCHART

Commercial • Attached Single-Family Residential • Multi-Family Residential Developments/Uses Only

What is being proposed?

New Development → Yes → **Is the property vacant?**

One or More Accessory Structure(s) → Yes → **Is/are the proposed structure(s):**
- > 5k sq ft
- > 25% gfa of all ex. buildings on site

One ore More Building Addition(s) → Yes → **Is/are the proposed addition(s):**
- >20k sq ft
- > 35% gfa of all ex. buildings on site

Is the property vacant? → Yes → **Is the property zoned:**
- (I-L) Light Industrial
- (I-1) Industrial
- (TV-R) Television Radio Office Studio; or
- (P) Vehicular Parking?

Is the property vacant? → No → **Is the property zoned:**

Is/are the proposed structure(s): → Yes → **Is the property zoned:**

Is/are the proposed addition(s): → Yes → **Is the property zoned:**

Is/are the proposed structure(s): → No → **Is/are the proposed addition(s):**

Is the property zoned: → Yes → **Administrative Site Plan Approval by the City Planner Required***

*Although Site Plan may be reviewed administratively, separate submittals for Special Use to be reviewed by Planning Commission, CIS/Rezoning requests by City Council, and variances by the Zoning Board of Appeals, as appropriate.

Is/are the proposed addition(s): → No → **Does the project require any of the following?**
- New special use approval
- New zoning variance approval(s)

Site Plan Amendment:
- Dumpster Enclosure
- Generator
- Parking Lot revisions
- Site lighting
- Landscape Plan
- Art installation (after Arts Comm rec)
- Fencing across drives

Building Facades:
- Change in materials, door additions, roof style, etc.

Change in Use (Whole Building Only) with No Proposed Changes as Listed Above

→ Yes → **Does the project require any of the following?**

Does the project require any of the following? → Yes → **Site Plan Approval by Planning Commission Required***

*In addition to SLU; variances reviewed by ZBA

Does the project require any of the following? → Yes → **Site Plan Approval by City Council Required*** (after a recommendation by the Planning Commission)

*in addition to CIS and rezoning requests

Does the project require any of the following? → No → **Administrative Site Plan Approval by the City Planner Required***

Fencing Not crossing driveways → Yes → **Non-Residential Fence Permit Only**

Change in Occupancy (Whole Building Only) with No Proposed Changes as Listed Above → Yes → **Has it been less than one year since the building was LEGALLY occupied (with valid Certificate of Occupancy)?** → Yes → **Administrative Site Plan Approval by the City Planner Required***

Change in Occupancy (Suite or Tenant Space) with No Proposed Changes as Listed Above → Yes → **Contact the Planning Department to obtain a Zoning Approval then proceed to the Building Department to Schedule Special Inspections**