

COMMERCIAL ZONING CHECKLIST

PERMITTED USE

Verify that the proposed commercial use is allowed by the Zoning Ordinance Permitted Use Table (Sec. 78-641).

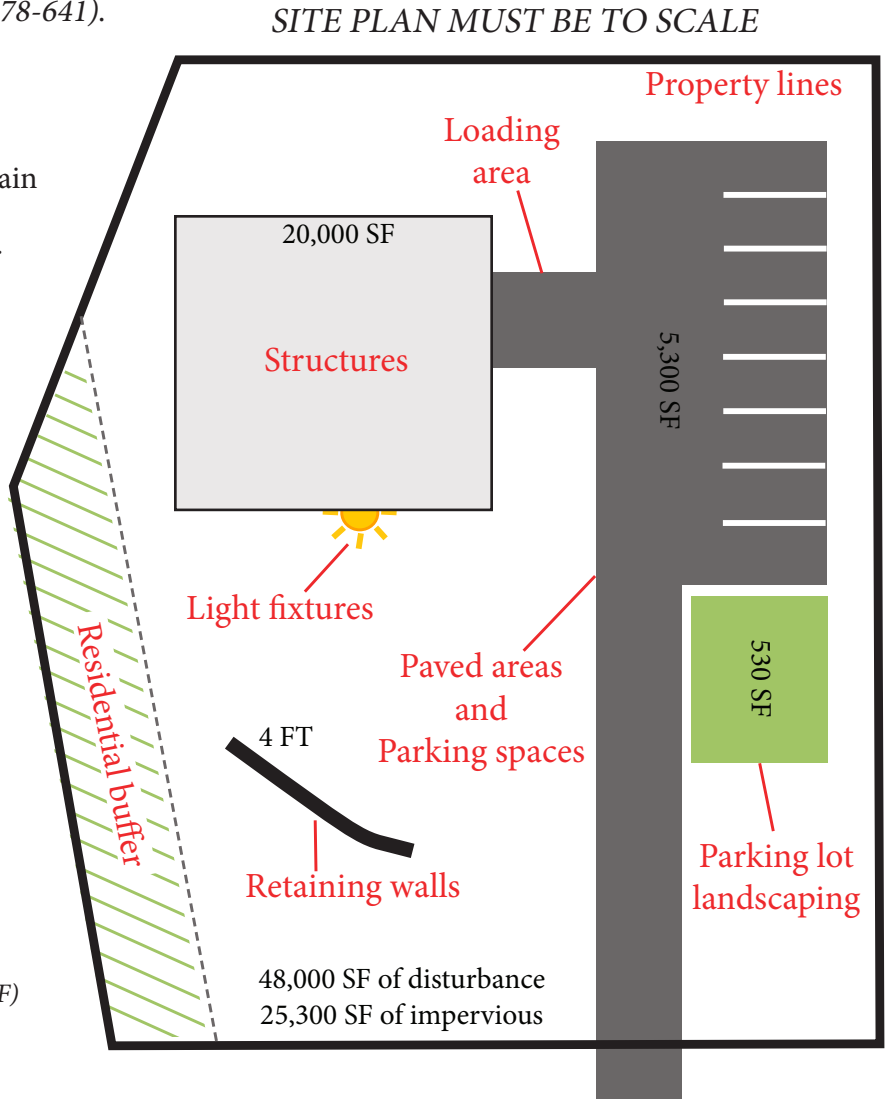
CONDITIONAL USE

A Conditional Use Permit is required for certain types of uses, and for all developments with 5 or more primary buildings, or structures over 50,000 SF in size. CUP applications must be reviewed by the Board of Adjustment. See the Permitted Use Table (Sec. 78-641) for a list of uses requiring a CUP application.

SITE PLAN *(N/A in Open Use)*

Scaled site plan showing the following:

- Property lines
- Paved and graveled areas
- List the amount of disturbance in sq. ft.
- Amount of impervious surface in sq. ft.
- Structures with square footage
- Retaining walls with height
- Parking spaces
- Loading areas
- Dumpster areas
- Freestanding signs
- Landscaping areas *(If parking area is 5,000+ SF)*
- Buffering *(if adjacent to residential use)*



PARKING & LOADING *(N/A in Open Use)*

The amount of required off-street parking can be found in the Zoning Ordinance Parking Table (Sec. 78-658) and is based on the type of use and size of structure or number of employees. Parking spaces must be striped, shown on the site plan, and must meet setback requirements. The minimum size for a parking space is based on ANSI parking standards. Off-street loading and unloading spaces with minimum dimensions of 12 ft x 40 ft may also be required. Options for shared and off-site parking are further described in the ordinance.

LANDSCAPING *(N/A in Open Use)*

Parking lots of 5,000 SF or more require landscaped areas with a size of at least 10% of the area of the parking lot. Areas planted with trees must be a minimum of 100 SF in size, and trees must be appropriately spaced for normal growth.

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COMMERCIAL ZONING PERMIT CHECKLIST

LIGHTING PLAN *(Sec. 78-668)*

A lighting plan is required for all commercial permits which include outdoor lighting. For internally-lit signs, only a Lighting Affidavit is required. Wall mounted, pole, hardwired landscaping, and parking lot lighting require a full lighting plan as described below.

Lighting Plan must include:

- Full photometric lighting plan showing the location of all exterior lighting and point-by-point footcandle array
- Location and mounted height of all exterior lighting on the property.
- Average light level for the developed area
- Rating of any LED lights in Kelvin
- Spec sheets for all outdoor light fixtures

SIGNS *(Sec. 78-496)*

Off-premise sign permits are required only for signs located on a site that is different than the business being advertised (See Chapter 78, Article V).

On-premise signs containing no lighting do not require additional review by the Zoning Department. Internally-lit signs require the submittal of a Lighting Affidavit with meter readings taken of the light level.

BUFFERING *(Sec. 78-667) (N/A in Open Use)*

A buffer strip is required along the side and rear lot lines when adjoining a residential use.

- Lots over 1 acre: 20 foot wide buffer
- Lots less than 1 acre: 15 foot wide buffer

Buffering Methods *(Subject to approval by the Board of Adjustment or Zoning Administrator):*

1. 2 rows of evergreen trees of an approved type, at least 5 ft in height at planting and at least 10 ft in height at maturity. Trees spaced no more than 8 ft apart in each row, and adjacent rows offset 4 ft, or
2. Solid visual barrier fence of 8 ft in height, or
3. Earth mounding in conjunction with planting or fencing to achieve 8 ft height.

Summary of Lighting Requirements:

- Lights over 1,250 lumens must be full-cutoff
- Lights under 1,250 lumens may be cutoff if meeting additional requirements
- 4,300 maximum Kelvin rating for LED lights
- All lights must be directed downward
- 37 ft maximum mounted height for pole lights
- 0.75 FC max light level at any property line
- 3.0 FC max light level at public street ROW
- 4.5 FC max average light level for developed area
- Additional requirements for vehicular canopies, dusk-to-dawn security lights, street lights, and sports fields.

