

307.01 All applications for Zoning in commercial and industrial districts require a site plan as well as any conditional use or multi-family dwelling units in the residential districts. Site plans shall be prepared by a registered engineer and/or architect. Review and approval of the site plans shall be made by the Board of Zoning Appeals. The Board of Zoning Appeals shall approve the site plan if it is consistent with the purposes and general requirements of this Ordinance, the specific requirements set forth in Article IV, and the following general standards. The Board of Zoning Appeals may seek expert advice or cause special studies to be made, the cost of which shall be borne by the applicant. The cost shall be deposited with the Village Clerk upon request of the Board. The formal application shall include the following:

- A. The site plan shall be drawn to a legible scale, shall show topographical features of the lot, building placement, and description of the proposed development or operation shall be provided in sufficient detail to indicate possible emission of energy of matter beyond the lot lines, with plans for the handling of any excesses thereof.
- B. The site plan shall show that a proper relationship will exist between thoroughfares, service roads, driveways, and parking areas to encourage pedestrian and vehicular traffic safety on both public and private lands.
- C. All the development features including the principal buildings, open spaces, service roads, driveways, and parking areas shall be so located and related as to minimize the possibility of the adverse effects upon adjacent development.
- D. The architectural design of buildings shall be developed with consideration given to the relationship of adjacent development in terms of building height, mass, texture, materials line and pattern, and character.
- E. Building location and placement shall be developed with consideration given to minimizing removal of trees and/or changing topography.
- F. Proper design and use of building materials and landscaping shall be provided to ensure the maximum possible visual and auditory privacy for surrounding properties and occupants.
- G. In large parking areas, visual relief shall be provided through the use of planted trees and landscaped dividers, island, and walkways.
- H. Screening of parking areas and service areas from surrounding properties shall be provided through landscaping and/or walls or fences where necessary to promote harmony with adjacent property owners.
- I. On-site traffic control shall be designed to make possible adequate fire and police protection.
- J. In the case of industrial uses, adequate provision shall be made for the disposal of industrial waste. Waste containing poisonous, corrosive, flammable, explosive, or otherwise hazardous solids, oil, liquid or gases shall not be discharged into the sanitary or storm sewers. Waste areas shall be adequately screened by solid fencing capable of being secured against unauthorized entry.
- K. Parking and loading provisions shall meet the requirement of Article V.

L. Grading and surface drainage provisions shall be designed to minimize adverse effects on abutting properties, streams, and public streets and to minimize the possibility of erosion. The Board of Zoning Appeals may require that such grading plans be reviewed by the Village engineer with any costs borne by the developer. The costs of any unusual means necessary to alleviate surface drainage problems on adjacent property due to the development shall be borne by the developer of the property causing the problem.

M. Private streets, driveways, and parking areas shall be permitted in the Village of Burbank.

307.02 Procedure

Applications for site plan review shall be submitted to the Board of Zoning Appeals for review. Site plans shall be reviewed by the Board of Zoning Appeals at one or more of its public meetings. Within thirty (30) days after the first meeting at which the site plan is reviewed, the Board of Zoning Appeals shall approve, approve with modifications, or disapprove the site plan.

307.03 Conformance With Site Plan

A. The use, placement, and dimensions of all buildings, driveways, sidewalks, parking areas, truck loading and unloading areas, curb cuts, traffic control devices, unloading areas, activity areas, and the installation of landscaping, fences, and walls shall conform to the approved site plan. No injurious or offensive effects shall result from the development of operations; and control of effects such as noise, smoke, dust, fumes, odors, electrical interferences, storage and disposal of water, shall meet accepted current standards, when such standards are in effect.

B. A performance bond or other financial guarantee shall be placed on deposit with the Village Clerk to insure that landscaping is installed, that the hard-surfacing of the private drive and parking area is installed, and that the surface water drainage is installed, all in conformance with approved plans. Such bond or guarantee shall be in an amount or equal to the cost of the construction of the improvements based on an estimate approved by the Board of Zoning Appeals and shall be for a period not to exceed one (1) year, and providing for the completion of construction within that period.