



# CITY OF TWIN OAKS

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## “A” SINGLE-FAMILY DWELLING DISTRICT; “B” SINGLE-FAMILY ATTACHED DWELLING DISTRICT; AND “D” PARK DISTRICT RESIDENTIAL SITE DEVELOPMENT PLAN PROCESS

### Step 1

**Applicant** files 18 copies of complete\* application for site development plan approval with City Administrator.

[\*All **required** items must be affirmatively addressed. Required items which are not applicable must be noted as such on the application-See attached checklist.]

[Submittal must be made not less than 15 days prior to the date of the next scheduled meeting of Planning and Zoning Commission.]

**City Administrator** provides copies to Board of Aldermen and refers application for site development plan approval to Planning and Zoning Commission at next available meeting for study, review and report.

### Step 2

**Planning and Zoning Commission** within 60 days of receipt reviews application for site development plan approval and recommends to Board of Aldermen that:

1. Approval be granted;
2. Site development plan be modified; or
3. Application be denied

**Board of Aldermen** receives Planning and Zoning Commission recommendations (or after 60 days); reviews proposed site development plan

### Step 3

**City Administrator** schedules public hearing and directs publication of notice

[minimum 15 days prior notice in newspaper]

**Board of Aldermen** conducts Public Hearing and receives comments on proposed site development plan

## Step 4

**Board of Aldermen**, upon conclusion of public hearing, may in writing:

1. Approve the site development plan;
2. Require that the applicant modify the site development plan; or
3. Disapprove the site development plan

[if finally approved, construction or change of use must commence within 6 months of the date of approval]

**Board of Aldermen** transmits copy of final action on site development plan to Code Enforcement Official

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## REQUIRED FOR:

- Any erection, conversion, enlargement or structural alteration of a principal building (other than an existing single-family dwelling or single-family attached dwelling);
- Any change of principal use

## SITE DEVELOPMENT PLAN INFORMATION SUBMITTAL REQUIREMENTS:

- Names of developer/owner and of professional engineer, architect or land surveyor responsible for plan preparation ;
- Existing and proposed grading at 2 foot contour interval (1 foot where average slopes are 3% or less);
- Existing landscape and natural features plan and proposed preservation methods;
- Existing and proposed uses, buildings, driveways and parking areas, curb cuts;
- Utility services (e.g. water, sanitary, storm, electric, natural gas, telephone, cable);
- Building plans and elevations;
- Existing and proposed easements and dedications