



**Site/Building Plan Review**  
**Information & Submittal Requirements**

*(Sec. 118-821 – 118-822 of the Village of Union Grove Code of Ordinances)*

**FILING A SITE/BUILDING PLAN WITH THE VILLAGE:**

- A. For the purpose of promoting compatible development, stability of property values, and to prevent impairment or depreciation of property values, no person shall commence any use, or erect, construct, alter, or enlarge any structure nor shall any substantial changes be made to any site improvements in any district except any single family or two-family dwelling or their accessory structures in any other zoning district, without first obtaining the review and approval of detailed site and architectural plans as set forth in this section.
  
- B. Applications for Site Plan Review shall be submitted at least 30 days prior to the Plan Commission meeting at which action is desired.

**APPLICATION REQUIREMENTS FOR SITE/BUILDING REVIEW:**

- Clear depiction of the existing appearance of the property, including color photographs and scaled drawings;
- Clear depiction of the proposed appearance of the property, including paint charts, color photographs, and scaled drawings;
- For all projects involving a new building or an addition exceeding 100 square feet of gross floor area, a detailed site plan with the following information is required:
  - A title block with the name and address of the current property owner, developer, and project consultants;
  - The date of the original plan and the latest date of revision to the plan;
  - A north arrow and a graphic scale (no smaller than 1 inch equals 100 feet);
  - All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
  - All existing and proposed easement lines and dimensions with a key provided and explained on the plan as to ownership and purpose;
  - All existing and proposed buildings, structures, and paved areas, including walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;
  - All required building setback lines;
  - A legal description of the subject property;
  - The location, type, and size of all signs;
  - The location, type, and orientation of all exterior lighting;



- The location of all access points, parking and loading areas, including a summary of the number of parking stalls and labels indicating the dimensions of such areas;
  - The location and type of any permanently protected green space areas;
  - The location of existing and proposed drainage facilities;
  - In the legend, the following data for the subject property:
    - Lot area
    - Floor area
    - Impervious surface area
    - Impervious surface ratio
    - Building height
  - A detailed landscaping plan, at the same scale as the main plan, showing the location, species, and size of all proposed plant materials;
  - A written description of the proposed project, including a complete listing of the components, materials, and colors; and,
  - Written justification for the proposed project, consisting of the reasons why the applicant believes the requested alteration is in harmony with the recommendations of the comprehensive plan
- Description of neighboring uses;
  - Drainage, sewerage, and water systems;
  - Description of other utilities;
  - Description of traffic generation and circulation; and,
  - Description of the proposed operation (*see Plans of Operation submittal requirements*).

**PLANS OF OPERATION REQUIREMENTS (Sec. 118-822)**

**A. General Information:**

- a. No person shall operate a commercial enterprise, industry, church, school, non profit organization, other nonresidential use, or a multi-family use, without first obtaining the approval of a plan of operation from the plan commission as set forth in this section, and no nonresidential activity shall be engaged in or carried on, except as approved in the plan of operation permit.
- b. As businesses or institutions requiring a plan of operation add additional employees, change the nature of the product or service, or extend hours of operation beyond those shown on the plan of approval, an amended plan of operation shall be required.
- c. Plan of operation permits exemptions: The following public uses are exempt from plans of operation permit requirements:
  - i. Municipal buildings; and,
  - ii. Public schools.



**B. Application Requirements:**

- a. All plans of operations shall be submitted to the village administrator on forms supplied by the village.
- b. The applications for plan of operations permits shall show the following information:

Name, type, and address of the business or institution;

Name and address of property owner;

Name and address of manager, if other than the owner;

Proposed hours of operation;

The number of full-time and part-time employees;

Interior floor plan with square footage breakdown for multi-tenant buildings.