



SITE PLAN REVIEW PROCESS

A site plan review is required for the approval of any multi-family, commercial, or industrial development proposal within the City of El Paso. Approval of the plan review is required as part of the building permit process.

Plan reviews determine:

- Where buildings, parking areas, ingress/egress, storm water detention areas, and other structures will be located
- Building elevations and type of materials allowed for construction
- Landscaping and lighting requirements for the site
- Location of public and private easements

Site plans are typically reviewed and approved by City staff, although denial of a site plan can be appealed to the Board of Zoning Appeals. Staff shall approve the site plan and building permit if the following requirements are met:

- All submittal requirements are met;
- The site plan conforms to the requirements of the Zoning Ordinance and is consistent with the City's Comprehensive Plan;
- A sensibly arranged pattern of lots and structures results for the intended uses;
- Parking areas and access drives are planned to serve the needs of the site as well as surrounding properties; and
- Consistency and interconnection is provided for all structures on the site.

Step 1 - Pre-Application Meeting

Prior to submitting an application for site plan review, the applicant or property owner is required to meet with City staff and discuss the project. The purpose of the meeting is to allow staff to review the concept the applicant intends to submit and provide general feedback. Staff will discuss the overall process required for approval and answer any questions the applicant may have including Zoning Ordinance requirements.

The pre-application meeting is designed to achieve the following:

- Acquaint the applicant with the procedural requirements of the City of El Paso;
- Provide for an exchange of information regarding the applicant's proposed development and the regulations, restrictions and requirements, the Comprehensive Plan, the Zoning Ordinance and other development requirements;
- Advise the applicant of any public sources of information that may aid the application, identify policies and regulations that create opportunities or pose significant restraints for the proposed development;
- Review proposed concept plans and provide the applicant with opportunities to modify the site plan so as to mitigate any undesirable project consequences;
- Review the compatibility with adjacent developments, either proposed or existing; and
- Provide general assistance by City staff on the overall design of the proposed development.

Depending on the complexity of the project, additional pre-application meetings may be required to address outstanding issues before the applicant may submit a formal application.

The pre-application meeting is required for most projects and the applicant is typically required to meet with staff in person. For some projects, staff may

conduct the meeting by telephone or may waive the meeting requirement at the discretion of the City Administrator.

The following information should be submitted prior to the pre-application meeting:

Pre-Application Meeting Checklist	Yes	No	N/A
A sketch or concept plan showing proposed site layout			
Existing uses and structures, current site activities, and adjacent properties within 200 feet			
Description of any street adjacent to the property or extend through the site. This should include the width of the existing surface and the width of the street right-of-way.			
Location and type of existing and proposed utilities.			

If the applicant does not have all items listed on the Pre-Application Meeting Checklist, the applicant may still meet with City staff but a second meeting will be required to discuss these items. If the applicant has only prepared a sketch/concept plan for review during the initial pre-application meeting, then a second pre-application meeting shall be scheduled during which the applicant must provide complete engineering drawings for discussion.

Once the pre-application meeting has concluded and all checklist items have been discussed with staff, the applicant may submit an application for site plan review.

Step 2 – Filing an Application

An application for a site plan and building permit review must be completed and submitted to the City of El Paso with the proper filing fee, payable to the City of El Paso. An application may be withdrawn at any time upon written request; however, no refund will be made after the application has been accepted. A complete application consists of all items identified in the Submittal Requirements checklist. (See attached pages)

Plan review applications must include all items required on the site plan checklist. All additional information, which is to support the application, must be submitted with the application. Failure to meet the application submittal requirements checklist may delay the review and approval of the site plan.

Site Plan Requirement Checklist

Submittal Requirement	Yes	No	N/A
Completed application form with names and addresses of developer, owner, engineer and/or architect.			
Legal description of the property in print and on CD (Microsoft Word).			
Application Fee			
One 11"x17" reduction of each sheet in the site development plans.			
Digital files for all plans and all required studies and reports (8.5"x11" reductions in pdf format)			
Four (4) full scale folded copies of the site plans, landscape plans, building elevations, and supplemental attachments.			
All studies as may reasonably be required by the City Engineer or City Administrator.			

Applications missing any of the required items will not be processed

**SITE PLAN REVIEW APPLICATION
CITY OF EL PASO, ILLINOIS**

USE REQUESTED FOR SITE PLAN: _____

LOCATION OR PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____

TAX PARCEL ID: _____

AREA OF SUBJECT PROPERTY (ACRES/SQ.FT): _____

ZONING OF PROPERTY: _____ **CURRENT LAND USE:** _____

PROPERTY OWNER'S NAME: _____

PHONE: _____ **FAX:** _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

EMAIL ADDRESS: _____

APPLICANT/AGENT'S NAME: _____

PHONE: _____ **FAX:** _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

EMAIL ADDRESS: _____

ENGINEER/ARCHITECT'S NAME: _____

PHONE: _____ **FAX:** _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

EMAIL ADDRESS: _____

- FOUR (4) COPIES OF THE SITE PLAN MUST ACCOMPANY THIS APPLICATION FOR STAFF REVIEW.
- ONE (1) REDUCED COPY (8 1/2" X 11") MUST ALSO BE SUBMITTED WITH THE APPLICATION.
- PLEASE SUBMIT THE LEGAL DESCRIPTION OF THE PROPERTY IN PRINT, ON A CD (MICROSOFT WORD) AND A DIGITAL COPY OF THE SITE PLAN OR PLAT (PDF).
- AFTER STAFF REVIEW, FOUR (4) REVISED COPIES WILL BE REQUIRED FOR FINAL REVIEW.

OWNER/AGENT SIGNATURE: _____

Step 3 – Staff Review

Every application shall be reviewed in detail by staff. All plans will be reviewed by the City Administrator/City Planner, City Engineer, Public Works Director, Utilities Director, and other staff members as needed to ensure the plans are in conformance with adopted codes and policies. Following staff review, written comments will be prepared and sent to all parties listed on the application form (via fax or email). Staff shall have ten (10) days from the date of submittal to review the plans and forward comments to the applicant.

The comments prepared by staff are intended to be a complete list of changes required by the applicant prior to approval of the site plan. However, some circumstances may warrant additional staff comments following the applicant meeting to ensure compliance with City codes and ordinances. For example, if a change is requested by City staff and the solution presented by the applicant creates an unforeseen issue, staff may provide additional comments to correct the problem. Also, if the applicant submits revised plans based on staff's comments and those plans are still deficient, then a second round of comments will be provided to the applicant.

Step 4 – Applicant Resubmittal of Plans

Once staff has sent comments to the applicant for the submitted plans, the applicant shall make appropriate changes to those plans and resubmit four (4) additional copies of all plan sets and revised digital copies for final review and approval. The contact information for all staff members will be included in the comments provided to the applicant and the applicant should contact staff if he/she has any questions or needs clarification. As stated in Step 3, if staff comments have not been addressed in the plan submittal, then additional comments may be warranted and a second set of revised plans must be submitted.

If the applicant is in disagreement with a requirement imposed by staff, the applicant may request that the site plan be sent to the Board of Zoning Appeals for a final decision on the matter.

Step 5 – Plan Approval

If staff determines that all requirements are met for the site plan review, the plans will be approved and a building permit will be issued.

Step 6 – Site Review and Occupancy Inspection

Prior to the applicant occupying the structure, a site review and occupancy inspection must be requested by the applicant and performed by staff. The purpose of the inspection is to ensure all site plan stipulations and requirements have been met. Items reviewed during the inspection include, but are not limited to, the following:

- Building setbacks
- Screening and landscaping
- Building elevations
- Parking lot and building lighting
- Parking spaces
- Dumpster enclosure requirements
- Signage

This is not an exhaustive list and other requirements shown on the site plan, landscape plans, building elevations, and supporting documentation must also be addressed. Staff encourages the applicant to contact the City well in advance of the occupancy date to perform the inspection as to prevent an unnecessary delay in occupying the facility.

Any changes to the plans during the construction phase of the project must be approved by the City of El Paso. Revised plans shall be submitted to City staff for review and a minimum of ten (10) days shall be permitted for review.

Certificate of Inspection

The State of Illinois has adopted regulations governing commercial construction for all municipalities within the state. In non-building code jurisdictions, including the City of El Paso, no person may occupy a newly constructed commercial building until a building inspection has been completed by a qualified inspector and a certificate of inspection affirming the inspection has been completed is filed with the municipality.

A commercial building as defined by the Capital Development Board Act is any building other than a single-family home or a dwelling containing two (2) or fewer apartments, condominiums, or townhomes or a farm building as exempted from Section 3 of the Illinois Architecture Practices Act.

Please refer to Illinois Public Act 096-0704 for further information.

The City of El Paso shall **not** issue a certificate of occupancy for the property until a certificate of inspection has been submitted and approved by City staff.

Once all inspections are completed and staff has verified the site is in compliance with all plan approvals, a certificate of occupancy shall be issued to the applicant.