



CITY OF BELLEVILLE
ECONOMIC DEVELOPMENT, PLANNING, AND ZONING

TYPICAL DEVELOPMENT PROCESS CHECKLIST

1. Completed application with original site plan and three (3) copies submitted to The Economic Development, Planning, and Zoning Division by noon on the last Friday of Month A.
2. Staff Completes two-week review and returns comments to the Applicant.
3. If necessary, staff meets with Applicant the second Thursday of Month B to review revisions or answer questions regarding comments.
4. Pending staff has signed off on all revisions, staff prepares materials for public meetings.
5. If applicable, Site Plan goes before Zoning Board of Appeals on fourth Thursday of Month B for a recommendation.
6. Site Plan goes before Planning Commission on the first Wednesday of Month C for a recommendation.
7. Site Plan goes before next available City Council Meeting, either first or third Monday of Month C for final decision.
8. If approved, submit copies of final Site Plan to Economic Development, Planning, and Zoning for recording with St. Clair County.
9. Submit building and construction plans to Health, Housing, and Building for review.
10. Pre-Construction meeting, highly recommended.
11. Development Agreement executed, if applicable.
12. Building Permit Issued.
13. Final Acceptance is issued.
14. Commercial Occupancy Permit(s), Business License(s) and Sign Permit(s) applied for & issued.

Site Plan Review Timeline

Month A

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 1	28
29	30					

Month B

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 2/3	11	12
13	14	15	16	17	18	19
20	21	22	23	24 5	25	26
27	28	29	30			

Month C

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7 6	8	9	10
11	12	13	14	15	16	17
18	19 7	20	21	22	23	24
25	26	27	28	29	30	



CITY OF BELLEVILLE
ECONOMIC DEVELOPMENT, PLANNING AND ZONING DEPARTMENT

APPLICATION FOR SITE PLAN

Subject Property Address: _____

Is this property in a Historic District? _____ Historic District Name: _____

Applicant/Developer Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Property Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Belleville for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

(Printed Applicant Name) _____ has appeared before me personally and certified that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Signature of Applicant: _____ Date: _____

Subscribed and Sworn to before this _____ day of _____ A.D., 20____.

(day)

(month)

(year)

Notary Public: _____ (notary public stamp)

(Printed Owner) _____ has appeared before me personally and certified that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Signature of Owner: _____ Date: _____

Subscribed and Sworn to before this _____ day of _____ A.D., 20____.

(day)

(month)

(year)

Notary Public: _____ (notary public stamp)

Site Information:

Legal Description: Lots/Section(s): _____ Block(s): _____

Subdivision: _____

Project Name: _____

Current Zoning: _____

Current Use: _____

Proposed Use of Building: _____

Square Footage of Existing Building: _____

Square Footage of Proposed Building: _____

Economic Development, Planning, and Zoning Department
2300 West Main Street, Suite M112
Belleville, Illinois 62226
Phone: 618-233-6518 x 1250 • **Email:** EDPZ@belleville.net

Parties of Interest

Please provide contact information for all parties involved in project:

Principal Contact: _____ Title: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Engineer: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Architect: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Other: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Other: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

(Attach additional sheets as necessary.)

SITE PLAN REQUIREMENTS**Section 162.504 of City Code of Ordinances**

(A) **Statement of Purpose** It is the purpose of this Section to regulate the safe, orderly and attractive development of single and two-family homes, townhouses, row houses and condominiums, multi-family, commercial and industrial land uses within the City, to conserve and enhance property values, to preserve adequate space for vehicular and transportation facilities usually associated with such uses, and to provide for effective traffic movement without congestion and hazards, and to provide for effective storm water management and control. It is the purpose of this Section to assure that public utilities and services are provided in a safe and healthful manner, consistent with applicable regulations and standards. It is the further purpose of the Section to recognize, in the planning for and of specific land uses, the densities and uses of adjacent land and the health, safety, morals, appearance and general welfare of the community. In order to achieve the aforementioned objectives, and to encourage imaginative use of land areas, certain modifications of the strict adherence of these requirements are provided for where deemed by the City Council, after seeking the recommendation of the Belleville Plan Commission and Zoning Board of Appeals, to be in the public interest.

(B) **Applicability** Any person, corporation, firm or other organization or association filing a zoning petition seeking any authorization under this Zoning Code, or any person, corporation, firm or other organization or association making application for a building permit, shall submit to the Director of Economic Development and Planning and the City Engineer for review and approval a site plan prepared by a registered architect, registered professional engineer, or a licensed land surveyor licensed in the State of Illinois to practice as such. The Director of Economic Development and Planning and the City Engineer may accept a preliminary plat as a substitute for the site plan required hereunder.

(C) **Site Plan Specifications** The required site plan shall include the following data:

- (1) Location of all existing and proposed buildings, structures, utilities, drives, approaches, parking and other prominent physical features on the site.
- (2) Boundary of the entire tract by courses and distances and adjacent streets, alleys, drainage facilities and public utilities.
- (3) Area of tract.
- (4) Zoning of the tract.
- (5) Present record owner of the tract.
- (6) Phasing plan of proposed development.
- (7) Width and layout, including elevations, of all streets, alleys, and public rights-of-way adjoining the tract.
- (8) Existing and proposed storm water runoff patterns and flows including calculations of flow and adequacy of receiving storm water gathering facilities to accommodate calculated increase of rate of runoff without adverse effect.
- (9) Location of existing public utility easements and facilities, proposed public utility easements and facilities and their dimensions as may be required.
- (10) Size in square feet, and use for each building, including the height(s) of each building.

- (11) Layout, arrangement and specifications for paving and base, off-street parking spaces, aisles and drives, pedestrian walks and walkways, drainage, lighting, signs and traffic control, safety islands, parking bumpers, curbs and gutters, fencing and screening and landscaping. Dimensional requirements for stall widths and depths, aisle widths, drive widths, radii, sidewalks and walkways, sight lines, setback, etc. shall conform with Regulations of the Zoning Code.
- (12) Layout, location and dimensional arrangement of poles, fire hydrants, Siamese connections, water valves, catch basins, underground piping and conduits, lighting fixture standards, retaining walls, pump islands, signs, doorways, window wells, waste receptacles or areas, guy wires, storage sheds or areas, fencing and any other structure, facility or feature that might interfere with the safe and orderly movement of motor vehicles and/or pedestrians.
- (13) The locations, size, layout and type of entrances and driveways.
- (14) Location and width of all sidewalks, crosswalks and safety islands and conformance with the ANSI Standard A 117.1 for making facilities accessible to, and usable by the physically handicapped (AAA minimum standards).
- (15) Fencing, screening, and/or walls to be erected; specifications, locations, dimensions, height.
- (16) Topography, existing and proposed, indicating area of excavation, backfill, and grading, slopes to be maintained and earth work specifications.
- (17) Disposition of storm water runoff from buildings, paved areas, and ground surfaces and indicating surface grades and elevations, catch basins, underground storm drains and their grades and elevations outfalls, headwalls, and specifications and drainage calculations.
- (18) All public utilities and their easements indicating sizes, lines, grades and types/specifications all conforming to the appropriate City Codes.
- (19) Landscape planting, clearly identified, showing locations, type and size.
- (20) All zoning setback requirements and sight lines.
- (21) Name and seal of architect, engineer, or land surveyor preparing the site plan.
- (22) All site plans shall be drawn to an appropriate scale on a sheet or sheets whose dimensions do not exceed **twenty-four (24) inches** by **thirty-two (32) inches**. **The original with three (3) copies and a digital copy must be sent to: edpz@belleville.net or delivered to the Economic Development, Planning and Zoning Office at 2300 West Main Street, Suite M112, Belleville, IL 62226.**
- (23) There shall be a key map showing the location of the property reference to government survey section lines and major streets.
- (24) Site plans for residential lots in Zoning Classifications can be exempted from the requirement for preparation under a professional seal, but they shall be suitable for the purpose intended and as determined by the Director of Economic Development and Planning.

(D) **Site Plan to Conform with City Codes** All features and elements of the site plan required by this Section shall in all respects conform to all applicable provisions of the Codes and Ordinances of the City of Belleville. **(Ord. No. 6138; 05-01-00)**

(E) **Refuse Disposal Enclosures** All refuse, grease containers and compacting equipment shall be stored within a designated refuse enclosure. The container lids shall be kept closed at all times. The enclosure shall be used strictly for the confinement of refuse, grease containers and compacting

equipment and shall not be used for the outside storage of any other materials or equipment. The gate shall be maintained in the closed position, except when the enclosure contents are removed and replaced. Maintenance of the enclosure shall be the responsibility of the owner of the property. All new disposal enclosures shall require a permit. Disposal enclosures shall be required for all multi-family residential buildings containing **four (4)** or more dwelling units, all buildings in the commercial districts and all buildings in the industrial districts. Said enclosures shall be required for only new construction and for properties on which the building size has been increased by **fifty percent (50%)**. In the event that **three (3) citations** are issued for a nuisance for any dumpster, within any **one (1) year** period, the owner of the property on which the dumpster is located shall comply with the requirement set forth in **Section 162.504(E)** within **one (1) year** of the date of the citation was issued. **(Ord. No. 7527; 10-03-11)**

(1) **Enclosure Specifications**

- (a) A site plan prepared in accordance with the provisions outlined in Section 162.504 of the City Code of Ordinances, as well as enclosure plans and specifications and a building permit application shall be required to be approved before the construction of a new disposal enclosure.
- (b) All enclosures shall screen from view on **three (3) sides** all refuse disposal areas. Construction of the enclosure shall be of low-maintenance sight-proof materials such as a solid commercial grade wood, composite wood, stone, brick, vinyl or other approved material as determined by the Building Commissioner or his or her designee. The materials of which the enclosure is constructed shall conform to the primary building materials of the principal building on the lot. The materials of which the enclosure is constructed shall conform to the primary building materials of the principal building on the lot. **(Ord. No. 7200; 11-03-08)**
- (c) On the fourth side a gate shall be constructed so that all containers may easily be removed and replaced when emptied. The gate shall be secured with a post that inserts into a pipe embedded into the pavement to ensure the gate's stability and proper placement when closing. The gate shall be constructed of low maintenance sight proof materials such as vinyl, composite wood, chain link vinyl/composite wood slats added to effectively screen the dumpster.
- (d) The enclosure walls shall not exceed **seven (7) feet** nor be less than **six (6) feet** in height. The minimum size and/or minimum number of refuse enclosures shall be sufficient to hold all refuse and recycling containers of **two (2) cubic yards** in volume or more, and grease containers of any size.
- (e) There shall be three **four (4) inch** concrete bollards, minimum **thirty-six (36) inches** in height placed inside the back wall of the enclosure to ensure that the enclosure is not damaged by the placement of the dumpster too near the wall. **See Exhibit A. (Ord. No. 7527; 10-03-11)**
- (f) There shall be **four (4)** latch pin receivers located so that the gate is able to be held in the open and closed position. **See Exhibit A.**
- (g) The enclosure shall be constructed on a concrete pad **four (4) inches** thick and large enough to extend **six (6) feet** beyond the enclosure to allow the wheels of the collection vehicle to rest upon a stable surface for service which shall be a minimum of **six (6) inches** thick concrete, and to prevent damage to the lot. **(Ord. No. 7527; 10-03-11)**
- (h) The minimum access required shall be the amount of road area needed for a standard size disposal truck to gain access to and from the disposal area.

- (i) Any existing enclosure that becomes damaged to an extent determined by the building commissioner or his or her designee must be replaced in conformance with the provisions of this Section.
 - (2) Dumpsters, trash receptacles, and other containers utilized for food waste shall be emptied twice weekly cleaned (sanitized and deodorized) regularly. Odor complaints shall be handled as a nuisance under Section 93.002 of the City Code of Ordinances.
 - (3) Roll-off trash or compactor type trash receptacles may be utilized for commercial establishments within strip or shopping center developments and shall be placed within service areas of the property that are restricted to delivery and service vehicle traffic. Such containers shall not be required to be enclosed. However, they shall be visually screened at grade from adjoining properties utilizing materials such as a densely planted hedge, berm complete with landscape plantings, or screening wall.
 - (4) Roll-off trash receptacles or dumpsters utilized during active construction or demolition of structures and which are limited to the duration of the project shall be exempt from enclosure/screening requirements.
 - (5) Enclosures shall be of adequate size to allow for removal and replacement of refuse containers by a trash hauler.
 - (6) The enclosures shall not be located in any front yard or public right-of-way or obscure visibility of vehicles entering or exiting the subject property or immediately adjacent property. Dumpsters located on a corner lot shall be placed behind the building line of subject property and the immediate adjacent property.
 - (7) Enclosures shall be maintained and structurally sound, free of deterioration, and shall be kept in a sanitary condition so as not to pose a threat to the health and safety of the public. Any enclosure surface or screening component that is damaged, deteriorated, decaying, disintegrating, or which has otherwise lost its capability to effectively enclose/screen, shall be replaced or repaired.
- (Ord. No. 7174; 08-18-08)**

Please see Chapter 162 of the City Code of Ordinances - Zoning District information.

Please see Chapter 162- of the City Code of Ordinances - Off street parking & loading information

Office Contact Information

City of Belleville
Economic Development, Planning and Zoning Department
2300 West Main Street, Suite M112
Belleville, IL 62226
(618) 233-6518, ext.1250
edpz@belleville.net