



## HOW TO APPLY FOR A SITE PLAN REVIEW

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The Site Plan Review procedures provide for location and design review, in addition to the regulatory compliance review, of uses that have a potentially significant impact on traffic circulation, adjacent land uses, or surrounding neighborhoods. The procedure provides for evaluation of site improvements and mitigation of possible unfavorable effects caused by the project. Uses requiring a review are identified in **Section 55-68 Summary of Zoning District Regulations** and **Section 55-882(c) Uses Requiring Site Plan Review**. (See reverse side.)

An Urban Design Site Plan Review is also required if the site is in an Urban Design Overlay District (ACI, MCC, CP, NCE, and IG). It provides for review and evaluation of urban design related standards as set forth in the provisions of **Section 55-937 Urban Design Site Plan Approval**. Early review is encouraged to insure compliance prior to the development of construction documents. It is recommended that the Urban Design Site Plan Review occurs at the completion of the design development phase to avoid schedule conflicts and inconvenience to the applicant. It is the responsibility of the applicant/design professional to meet all applicable zoning requirements in a timely manner.

### To request a SITE PLAN REVIEW:

Step 1: Contact the City Planning Department at:  
**Omaha/Douglas Civic Center**  
**Current Planning Division**  
**1819 Farnam St., Suite 1110**  
**(402) 444-5150**

Application forms can be found on the City of Omaha website at:

<http://www.cityofomaha.org/planning/urbanplanning/sections/current-planning/procedures-applications>

Step 2: Either before or at the time of applying for a building permit, for any use which requires a Site Plan Review, the applicant must submit:

- 1) Completed and signed Site Plan Review Application
- 2) Filing Fee to Permits and Inspections (Check should be made payable to: City of Omaha)
- 3) 3 copies of the Site Plan (18 x 24 max. preferred, drawn to scale and fully dimensioned, showing existing and proposed improvements on the property)

For Urban Design Site Plan Reviews (if required) the applicant must submit an additional:

- 1) 3 copies of the Landscape Plan (18 x 24 Max. Preferred)
- 2) 3 copies of the Building Elevations (18 x 24 Max. Preferred)
- 3) A digital exterior materials sample board (11 x 17 Preferred)

**Note: Following completion of the review the applicant will receive a letter advising of review findings. This letter will list any modifications that may be necessary to bring the project into compliance with the Zoning Ordinance standard or to meet the site development criteria listed in Table 55-885. It will also advise the applicant if there is a need to apply for rezoning or a use permit.**

Step 3: Proceed with an application for a building permit. The application must include the revisions necessary to conform to the review findings.

**Note: The specific criteria used as a basis for Site Plan Review and for use permits is listed in Section 55-885 Criteria for Review and Evaluation, City of Omaha Municipal Code.**

**Uses Requiring Site Plan Review:** All commercial, office, industrial and multi-family building permit applications, except interior remodels, as required by the Uniform Building Code, Sec. 3a. Permits shall comply with Sec. 55-882 Site Plan Review Procedures (a) through (e). In addition the following specific uses shall also comply with the criteria established in Sec. 55-882 Site Plan Review Procedures (f) through (i).

(1) **Residential Uses:**

- a. Multiple-family developments with fifty (50) or more dwelling units
- b. Accessory apartments in single family residential structures, as provided by Sec. 55-763
- c. Any residential development including more than one (1) residential structure on a single lot

(2) **Civic Uses:**

- a. College and University facilities
- b. Hospital Services (General)
- c. Secondary Education Facilities

(3) **Commercial Uses:**

- a. Automotive Washing
- b. Automotive Rental
- c. Automotive Sales
- d. Equipment Sales
- e. Hotel and Motel
- f. Restaurant (Drive-In)
- g. Vehicle Storage

(4) **Parking Uses:**

- a. Parking Structure

(5) **Transportation Uses:**

- a. Transportation Terminal

(6) **Industrial Uses:**

- a. Any industrial use adjacent to a residential zoning district

(7) **General Categories:**

- a. Any use including drive-in services
- b. Any use within a floodplain overlay district
- c. Construction batch plant
- d. Any project within an overlay district
- e. Large projects requiring site plan approval, as set forth by zoning district regulations