

Section 30-87. – Administrative Site Plan Review (ASPR)

The following administrative site plan review (ASPR) process shall apply in the circumstances and to the extent specified in this section, as an alternate to the generally applicable preliminary and final site plan review process.

- (a) *Projects Eligible for ASPR.* A project is eligible for the ASPR process only with respect to any of the following changes to an existing development or an approved site plan:
- (1) An expansion of an existing building or structure, not exceeding 25% of the existing square footage.
 - (2) The internal rearrangement of a parking lot and/or parking spaces, which does not affect the number of parking spaces provided nor alter access locations or design.
 - (3) The relocation of a building or structure by 10 feet or less, where all setback and yard location requirements are met.
 - (4) Changes required or requested by the Township for safety reasons.
 - (5) Other similar changes of a minor nature proposed to be made to the configuration, design, layout or topography of the site which the Zoning Inspector, upon consultation with the Planning Commission Chairperson, determines will not materially affect the character or intensity of use, vehicular or pedestrian circulation, drainage patterns, or the demand for public services; will not have any adverse effect on adjacent or nearby property or the use thereof; and will not have any adverse effect on the health, safety, or welfare of the general public.

The ASPR process shall not apply if a project involves any of the following:

- (1) A new building or structure.
 - (2) A new or altered access to the site.
 - (3) A change in use and/or a new use.
 - (4) A variance from any provision of the Zoning Ordinance is required; or the project fails to comply with any applicable provision of this Ordinance, or any other applicable ordinance, regulation or law.
- (b) *ASPR Process.* The Zoning Inspector, after consultation with the Planning Commission Chairperson, shall determine whether a proposed project is eligible for the ASPR process and may be granted site plan approval pursuant to that process. The Zoning Inspector

Sylvan Township Zoning Ordinance

shall refer to the Planning Commission for review and approval consideration pursuant to the applicable provisions of this article any proposed project for which the Planning Commission Chairperson has not recommended consideration pursuant to the ASPR process.

In addition, the Zoning Inspector shall have discretion to decline applying the ASPR process to an eligible project, and instead refer such project to the Planning Commission for review and approval consideration pursuant to the applicable provisions of this article.

- (c) *Review and Approval Criteria.* The Zoning Inspector shall review and determine whether to approve a project eligible for the ASPR process pursuant to the criteria specified in Section 30-78. (c) of this Ordinance and all other applicable provisions. The Zoning Inspector may require the applicant to submit such information pursuant to the final site plan application content requirements of Section 30-78. (b) of this Ordinance, as the Zoning Inspector deems necessary to properly review the project pursuant to the ASPR process.
- (d) *Significance of Approval Pursuant to ASPR Process.* A project approved by the Zoning Inspector pursuant to the ASPR process shall be considered to have site plan approval, subject to Sections 30-74., 30-78. (f), and 30-82. of this Ordinance.