

App./Case#: _____

Date Submitted: _____

Fee Amount: _____

Paid: _____

PLANNING COMMISSION APPLICATION

I. PROPERTY INFORMATION

Property Address: _____			FOR DISTRICT CHANGE ONLY	
Description of Location: _____			Proposed Zoning: _____	
Parcel ID#(s): _____			Size of Area to be Rezoned: _____	
Number of Lots: _____	Present Zoning: _____	Present Use: _____	Existing Structures: _____	
Complete Where Applicable: _____			_____	
Engineer/Surveyor: _____			_____	
Builder/Developer: _____			_____	

II. PROPERTY OWNER OF RECORD

Property Owner Name(s): _____	Property Owner Address(s): _____
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III. APPLICANT INFORMATION

Applicant Name: _____	Applicant Address: _____		
Applicant Phone Number: _____	Applicant Email: _____		
<input type="checkbox"/> Property Owner	<input type="checkbox"/> Business Owner/Tenant	<input type="checkbox"/> Contractor	<input type="checkbox"/> Architect/Engineer

PROJECT INFORMATION

<input type="checkbox"/> District Change (Rezoning) (\$750 Residential plus \$50 per lot/\$1,000 Non-Residential)	<input type="checkbox"/> Amendment of Development Plan or Text (\$500)	<input type="checkbox"/> Major Site Plan (\$500)
Description of Project: _____		

Please review the attached checklist and note the items you are responsible for submitting with this application. All required items must be submitted to the Planning & Zoning Administrator.

Applicant Signature: _____ **Date:** _____
 *By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner. *

****OFFICE USE ONLY****

Additional Notes:

Zoning Information

- Historic District
- CC Overlay

Add'l Approvals Req'd

- BZBA

Planning Com. Meeting

- Date: _____
- Approved as Submitted
 - Approved w/ Conditions
 - Tabled
 - Denied

City Council Meeting

- Date: _____
- Approved as Submitted
 - Approved w/ Conditions
 - Tabled
 - Denied

P&Z Admin.: _____ Date: _____

Clerk of Council: _____ Date: _____

Section 1143.03 MAJOR SITE PLAN

Overview

The following checklist of requirements is to be used to assist in site plan preparation. An application for major site plan review shall be submitted to the Planning & Zoning Administrator and shall include the following information:

- (1) General Requirements.
 - Completed application form.
 - All plans shall be signed and sealed by a professional engineer, architect, or landscape architect registered with the State of Ohio.
 - Each sheet shall contain a title block.
 - A vicinity map showing the location of the proposed development in relationship to the surrounding area including major thoroughfares.
- (2) Site Plan. A site plan indicating the following:
 - The dimensions of property lines, parcel dimensions and adjoining rights-of-way.
 - The names and addresses of all adjoining property within one hundred fifty feet (150FT) of the proposed development.
 - The current zoning of the parcel and all adjacent parcels.
 - The location of proposed buildings and structures.
 - The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150FT) of the proposed development.
 - Setbacks and building separations shall be noted in accordance with zoning requirements.
- (3) Environmental/Landscape Plan. An environmental plan that indicates the following:
 - Topography with a maximum contour interval of two feet (2FT).
 - The location of all proposed and existing structures with one hundred fifty feet (150FT) of parcel.
 - The location of existing water bodies, streams, drainage ditches, stands of trees and other pertinent features within one hundred fifty feet (150FT) of the proposed development.
 - The limits of all wetlands and of the one hundred (100) year flood plain.
 - The approximate location, dimensions, and area of all property proposed to be set aside for parks, open space, and other public or private reservation, with designation of the purpose and proposed ownership thereof.
 - The location of all new landscape material and plantings. Utilities shall be shown on all landscape plans.
- (4) Utility Plan. A basic utility plan that indicates the following:
 - All existing conditions, including but not limited to: ditches, culverts, waterways, utilities, sidewalks, power poles, easements, building footprint and finish grade, finish grade of adjacent buildings, wetlands and woodlands, etc.
 - Preliminary proposals for connection to existing water supply and sanitary sewer systems and for the collection and discharge of surface water drainage including the location and size of existing and proposed water mains, sanitary sewers and drainage facilities.
- (5) Parking/Transportation Plan. A transportation/parking plan that indicates the following:
 - The location, width, names, and classification of existing and proposed streets, rights-of-way, and easements, and where pertinent, their designated use within one hundred fifty feet (150') of the proposed development.
 - Complete facility demand worksheets.
 - The location, typical dimensions, and number of all parking and loading spaces and the number of spaces required by Chapter 1179.

The location of all proposed walkways and pedestrian accesses within or to the site.

(6) Lighting Plan. A lighting plan that indicates the following:

All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.

The styles and method of illumination of all heads and colors of all poles shall be indicated.

(7) Architectural Plan. An architectural plan that indicates the following:

Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples shall be made available for inspection.

The location of all service areas or structures and all fences.

(8) A completed zoning certificate application and fees as required by Chapter 1155.

(9) Such other information as the Planning & Zoning Administrator or Planning Commission may require so as to carry out the full intent of the Zoning Code.

Major Site Plan – Final Submittal Checklist

Fourteen (14) complete sets of plans satisfying the requirements items 1-9.

All plans to be folded into 8.5” x 11” size.

PDF or similar scan of completed application and submittal packet, to be submitted by CD or other electronic means in coordination with the Planning & Zoning Administrator.

Payment for the amount calculated on the attached form: “Plan Review Fee Schedule – Major Site Plans.”

Traffic evaluation, as stated on the attached “Facilities Demand Worksheet”.