

**FINAL SITE PLAN APPLICATION**

Property Address: \_\_\_\_\_ # of Units (if applicable): \_\_\_\_\_

Applicant(s): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Parcel # (s): \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Application Requirements for Preliminary Site Plan**

1. Application shall be submitted with:

- a. Two copies (2) 24 x 36 copies of the site plan package, and
- b. An electronic PDF of Site Plan
- c. The applicable submittal fee *(based on type of development. Cost recovery for engineering review shall be the responsibility of the applicant and shall be billed separately)*

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**\*\*\* OFFICIAL USE ONLY \*\*\***

**ACTION BY PLANNING COMMISSION OR AUTHORIZED REPRESENTATIVE**

By authority given the Planning Commission in the Ohio Revised Code, the above application has been approved:

Signed: \_\_\_\_\_ Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Planning Commission, Chair (or designee)

\_\_\_\_\_  
Date

Conditions of approval: \_\_\_\_\_

**FINAL SITE PLAN CHECKLIST (NCO 1250.12)**

1. \_\_\_\_\_ The names, addresses and telephone numbers of the owner/developer and the engineer, architect, or surveyor.
2. \_\_\_\_\_ A legal description and a location map. (Same orientation as the final site plan.) A scale on each drawing.
3. \_\_\_\_\_ A north arrow on all drawings.
4. \_\_\_\_\_ Show existing zoning on final site plan drawing. (Project property zoning and adjacent property zoning.)
5. \_\_\_\_\_ Show adjacent and opposite property buildings and driveways on drawings.
6. \_\_\_\_\_ The dimensions of the property and the dimensions of existing and proposed buildings to be constructed. Existing topography, including existing ground elevations, shall be at a minimum of 100-foot intervals. Elevations are to be provided to the nearest tenth of a foot. Topography is to extend at least fifty feet beyond the site property lines.
7. \_\_\_\_\_ Building removals or other alterations to occur on existing buildings.
8. \_\_\_\_\_ The distance to the right-of-way from the existing and/or proposed building.
9. \_\_\_\_\_ The distance to side and rear property lines from the structure.
10. \_\_\_\_\_ The names of adjacent roadways.
11. \_\_\_\_\_ Right-of-way lines and pavement and right-of-way widths from the centerline of the roadway.
12. \_\_\_\_\_ Fencing or walls. (The location, height and material [existing and/or proposed].)
13. \_\_\_\_\_ Signs. (The location, height and dimensions, signage type and sign material [existing and/or proposed].)
14. \_\_\_\_\_ Lighting. (The location, parking and outside building [security].)
15. \_\_\_\_\_ Sidewalks and pedestrian connectivity elements. (The location, width [existing and/or proposed] and handicap ramps and access, and trails and pathways, etc.)
16. \_\_\_\_\_ Drive approach aprons. (The location, the width at the roadway, the width at the throat and radius returns.)
17. \_\_\_\_\_ Ditches, creeks or other natural features affecting development. (Two-foot contours [where appropriate] and a 100-year flood line.)
18. \_\_\_\_\_ Storm water drainage (existing and proposed) and the method for detention, with drainage calculations, detention volume, hydraulic calculations, and storm water management plan.
19. \_\_\_\_\_ Sanitary and storm sewers (existing and proposed), the waterline, hydrants and storm sewer design calculations.
20. \_\_\_\_\_ Wells (existing and/or proposed), if improvements not available. (Also on adjacent property, if applicable.)
21. \_\_\_\_\_ On-site sewerage system, if applicable. (Also on adjacent property, if applicable.)
22. \_\_\_\_\_ Parking and bike rack locations. (Existing or proposed.) Off-street parking spaces and aisles, with dimensions, the number of spaces, handicapped parking, pavement type, the number of employees at peak shift, if applicable, and the square footage of the building, if applicable.

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23. \_\_\_\_\_ Drive-thru line-up, if applicable, and the number of vehicles stored in line- up, if applicable.
24. \_\_\_\_\_ A landscape plan must be approved by the City Engineer and Planning, Zoning, and Economic Development Coordinator before issuance of a Zoning Certificate.
25. \_\_\_\_\_ The location of all waste and refuse handling facilities and proposed screening methods.
26. \_\_\_\_\_ Traffic study and counts, if applicable.
27. \_\_\_\_\_ Off-street loading pavement type.
28. \_\_\_\_\_ Requirements of City of Northwood Chapter 1456, "Flood Hazards".
29. \_\_\_\_\_ Other items as requested by City: \_\_\_\_\_