

PRELIMINARY 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)*

***** 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

Additional Conditions or Comments for Final Site Plan submittal: _____

PRELIMINARY SITE PLAN CHECKLIST

1. _____ Owner/Developer: Name, Address, Telephone Number, Email Address
2. _____ Engineer/Surveyor: Name, Address, Telephone Number, Email Address
3. _____ Location Map (Same Orientation as the Preliminary Site Plan)
4. _____ Scale on all drawings
5. _____ North Arrow on all drawings
6. _____ Existing zoning of subject property and adjacent properties
7. _____ Number of required parking spaces (show parking space calculations)
8. _____ Location and dimensions of existing and proposed building(s)
9. _____ Building demolition or other alterations to existing buildings
10. _____ Distance to rights-of-way from existing building(s)
11. _____ Distance to rights-of-way from proposed building(s)
12. _____ Distance to side and rear property lines from all structure
13. _____ Names of adjacent roadways with right-of-way widths
14. _____ Sidewalks and pedestrian connectivity, including handicap access locations and widths
15. _____ Ditches, creeks, or other natural features affecting development
16. _____ Proposed location of private and public utilities labeled by type and provider
17. _____ Off-Street parking spaces, bike racks and drive aisles with dimensions
18. _____ Off-Street loading space(s) location and dimensions.
19. _____ Parking and loading pavement type(s)
20. _____ Drive-thru location and queuing (if applicable)
21. _____ Location of all waste disposal and dumpsters and screening methods.
22. _____ Architectural standards, lighting, landscaping signage and signage type or any other items as required by the city.

Other: _____
