Site Plan Review City Planning Commission Findlay, Ohio

(Amended February 1, 2017)

Fee: (See Fee Schedule)	Application #:
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The undersigned requests that site plan approval be granted for the use specified herein. Should this application be approved, it is understood that it shall only authorize that particular use in the manner described in this application, and any conditions or safeguards required by the Commission shall be installed and/or observed.

Name of Owner				
Mailing Address:				
Mailing Address:				
Business Telephone:	Fax:	Email:		
Project Address:				
Present Zoning District:				
Flood Zoning Classification:				
	Mailing Address: Business Telephone: Agent (if any) for Owner: Mailing Address: Business Telephone: Project Address: Legal Description Present Zoning District:	Mailing Address:	Name of Owner Mailing Address: Business Telephone: Agent (if any) for Owner: Mailing Address: Business Telephone: Fax: Email: Project Address: Legal Description Present Zoning District: Flood Zoning Classification:	

- 7. Attach a cover letter describing the project including current and proposed uses.
- Two separate maps are suggested when the level of details shown become difficult to make our
 determinations. This can be accomplished with two views on one sheet, if the scale requirements are
 met.

9. EXISTING CONDITIONS REQUIRED TO BE SHOWN

- a. A scale of not less than 1"=50' if the subject property is less than three (3) acres, and 1" = 100' if three (3) acres or more.
- b. Vicinity map of the site showing all abutting properties and addresses of abutting properties to a legible scale and northpoint. A current aerial photo is suggested that would show the adjacent properties that would show the adjacent properties.
- c. Dimensions of all lot and property lines showing the relationship of the subject property to abutting properties.
- d. Footprint of all overhangs and/or canopies, buildings, other structures, sidewalks, signs (provide height and width), loading and parking areas on the property. Each element must be labeled (i.e. 2-storehouses).
- e. Surface materials of parking areas.
- f. Location and width of all abutting street rights-of-way, alleys and driveways.
- g. Location, composition (i.e. gravel, paved), width and names of all public and private access ways abutting the property; and location, width access ways across the street from the subject property.
- h. Topographical at contour intervals of not less than 1-foot, indicating significant features such as buildings, trees, ditches and bodies of water.
- i. Location of existing utility lines, including but not limited to water, gas, electric, cable television, sanitary and/or storm sewer, relative to the development of the site.
- j. Means of storm water control, including elevations.

10. PROPOSED DEVELOPMENT REQUIRED TO BE SHOWN

- a. Scale of not less than 1"=30' if the subject property is less than three (3) acres, and 1"=100' if three (3) acres or more.
- b. Dimensions of all lot and property lines showing the relationship of the subject property to abutting properties; buildings and access drives within 100 feet of the property.
- c. Proposed layout including the location and footprint and dimensions of all canopies and/or overhangs, buildings, parking areas, screening, lighting and landscaping.
- d. Location of proposed access driveways, internal drives, loading areas, signs, freestanding lights, greenbelts, screening, refuse and service areas.
- e. Proposed sidewalk construction in compliance with the City standards and street rights-of-way.
- g. Proposed utility locations relative to waterline, sanitary, and storm sewers.
- h: If multiple-family residential development, attach a schedule of units and floor plan of the proposed structure.
- All proposed uses shall indicate on the drawings the basis of computation of required off-street parking spaces.
- j. Proposed phasing of site development.
- k. Method of storm water collection; including elevations, catch basins, and direction of surface flow. A one hundred year storm detention is required and calculations must accompany the site plan. Existing developments may seek relief.
- I. Ohio Professional Engineer approval/seal when the design requires calculation for storm water retention, sanitary sewer and/or pavement design.
- m. Name and address of the person responsible for the preparation of the site plan.
- n. Location of all freestanding signage. The Commission approval does not include signage but the location may affect the available parking and site grading.
- o. Building elevations showing the proposed building heights, number of stories, floor plans and indicating material used in accordance with Chapter 1161.02.7.
- p. Refer to City of Findlay Zoning Ordinance for specifics pertaining to zoning requirements.
- 11. **Public Notice Requirements:** Per Chapter 1113 City Planning Commission Rules and Procedures, the Applicant shall provide addressed envelopes with proper postage for all adjacent property owners. (See **1113.15 Public Notice** in City of Findlay Zoning Ordinance as effective January 5, 2012)
- 12. **Fee**: Checks are to be made payable to the "City of Findlay" and submitted with the application.
- 13. **Submittal Requirements:** This application, 3 copies of the site plan as well as one digital copy in pdf form via compact disc or email, fee and all items listed above shall be submitted a minimum of 28 days prior to the next scheduled City Planning Commission meeting to be eligible for the next agenda.

I understand that upon review, if any of the above information has been omitted, the City is not required to review the request. In such case the City will notify the applicant of the deficiencies and await corrections for a maximum of two (2) months. The property owner further authorizes staff from the City and the City's reviewing agency or other designees responsible right of entry to the subject premises for review purposes based on this application.

Signor is:	Owner	Agent	Date	
_	(Circle	one)		

Staff shall review applications and plans for completeness within 7 working days of submittal. If application is not considered complete Staff will give the applicant a list of the deficiencies and if submitted within the time period specified in such notice, the item will be placed on the agenda.