Minor Site Plan Application

City of Centerville •100 West Spring Valley Road • Centerville, Ohio 45458
Phone: 937.433.7151 Fax: 937.433.8221 E-mail: planning@centervilleohio.gov

Application No. _____

Date Received _____

Type of Application (Check all that apply)

☐ Building Addition ☐ Detached Garage ☐ Driveway ☐ Patio/Deck/Pool ☐ New Residential ☐ Other

Applicant Information

Applicant or Contractor Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone No. _____ Fax No. _____ E-mail _____

Request Information

Property Owner _____

Company/Business Name _____

Property Address _____

Zoning District _____ Parcel ID No. _____

Existing Use _____ Proposed Use _____

Project Description *(include pertinent information as an attachment if needed)* _____

Applicant Signature

I understand that approval of this application does not constitute approval for any administrative review, conditional use permit, variance, or exception from any other City regulations which are not specifically the subject of this application. I understand that approval of this application request does not constitute approval of a building occupancy permit. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of this zoning certificate as determined by the City Planner. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

I certify that statements made to me about the time it takes to review and process this application are general. I am aware that the City has attempted to request everything necessary for an accurate and complete review of my proposal; however, after my application has been submitted and reviewed by City staff, it may be necessary for the City to request additional information and clarification.

I hereby certify, under penalty of perjury, that all the information provided on this application is true and correct.

_____ _____
Signature of Owner or Authorized Agent Date

_____
Print Name of Owner or Authorized Agent

Departmental Use Only

Form of Payment	Application Fees	Review Authority
☐ Cash ☐ Ck _____ ☐ CC _____	Application Fee: _____	☐ Administrative ☐ Planning Commission ☐ Board of Arch. Review

☐ Approved ☐ Approved with Conditions
☐ Denied

Staff Signature _____ Date _____

The following items are required for ALL applications unless otherwise noted. Each and every item is required at the time of application submittal. APPLICATIONS WITH MISSING ITEMS WILL NOT BE ACCEPTED. The City reserves the right to require additional plans and information as needed for any zoning review.

1. Basic Application for Zoning Review

This application form must be signed and completed. Original signatures or clear & legible copies are required.

2. Project Narrative

Explain what is being proposed and why. The narrative shall explain the development proposal in context of existing structures on the property and adjoining properties and shall provide the approximate allocation of land use by acreage and type and shall provide an estimate of the population of the project at build-out.

3. Plans

☐ **Six (6)** stapled and folded sets of all full-sized plans

- Fold plans to 9" x 12" maximum size. Plans should be on sheets no greater than 24" x 36".
- Include north arrow, date prepared and scale.
- Acceptable drawing scales are: 1" = 10', 20', or 40' for all site and engineering plans and 1/4", 3/16", or 1/8" = 1' for building elevation and floor plans. Other scales may be appropriate, but should be discussed with Planning Department staff before filing.
- Include the name, phone number and e-mail address of the person preparing the plan(s). As appropriate or required, include the signature/stamp of any licensed architect, landscape architect, surveyor and/or civil engineer that prepared the final plans.

☐ **One (1)** additional set provided in PDF digital format.

☐ **A. Survey** (required only for the following project types listed below)

☐ Survey shall be no more than 3 years old from the time of submittal date.

☐ Include the signature/stamp of the land surveyor or civil engineer who prepared the survey.

<u>For all new commercial, mixed use and multi-family buildings or additions to existing buildings:</u> .

☐ Full boundary & topographic survey with field-verifiable monuments set or found by the surveyor.

☐ Location, dimensions, and dimensions to property lines of all existing buildings, existing driveways.

☐ Site topography for all areas of proposed work.

<u>For any new 1, 2 and 3 family residential building or building addition: (except small non-habitable buildings):</u>

☐ Applicable line survey with field-verifiable monuments set or found by the surveyor.

☐ Location, dimensions, and dimensions to property line of all existing buildings and similar structures that are adjacent to the applicable property line.

☐ **B. Site Plan**

☐ Location and dimensions of all property boundaries and easements.

☐ Location and dimensions of all existing and proposed buildings, decks, stairs, and patios.

☐ Dimensions of all existing and proposed building setbacks from property lines.

☐ Location of building footprints and approximate height of buildings on adjacent lots for any commercial, mixed-use or multi-family project.

☐ Location, dimensions, and paving materials of all adjacent sidewalks, curbs, curb-cuts (including curb-cuts on adjacent properties), and streets.

☐ Location and dimension of all existing and proposed driveways, fire lanes, parking spaces, maneuvering aisles, wheel-stops, pavement striping/marking, and directional signage. Indicate existing and proposed paving materials.

☐ Location, height, and building materials of all existing and proposed fencing and walls.

☐ Location, height (including top and bottom elevation measurements), and building materials of all existing and proposed retaining walls.

☐ Location of all existing trees and indication of any trees to be removed.

☐ Location of drainage ways, wetlands, and floodplains.

☐ For large scale residential development projects; Show the location, dimension, slope, and site area of all existing and proposed Public and Private Open Space, including a summary table of site area.

☐ **C. Grading Plan** (required only if the project proposes any site grading)

☐ Show proposed grading plan and/or map showing existing and proposed topographic contours (this may be combined with the Site Plan for small projects with only minor grading).

☐ Include stormwater management, erosion and sedimentation control plans.

☐ Include a summary table of all proposed excavation, fill, and off-haul volumes.

☐ **D.** **Building Elevations** (required for new construction, additions, or exterior alterations)

- ☐ Show all structure elevations (front, sides and rear) that will be affected by the proposed project.
- ☐ For additions/alterations: label existing and new construction, as well as items to be removed
- ☐ Identify all existing and proposed exterior materials - including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings. Show details of proposed new exterior elements.
- ☐ Non-Residential and Multi-Family Buildings shall show the architectural base, body and cap.
- ☐ Show any exterior mechanical, duct work, and/or utility boxes.
- ☐ Include dimensions for building height and wall length.

☐ **E.** **Floor Plan**

- ☐ Include complete floor plan of all floors of entire building, including existing and proposed work.
- ☐ Label and dimension all rooms.
- ☐ Show the location of all existing and proposed doors, windows, and walls.
- ☐ For non-residential projects: show all existing and proposed seating areas including the number of seats, mechanical/kitchen equipment, and/or other major functional components of the proposed project.

☐ **F.** **Cross Sections** (required only for buildings or additions located on a lot with a slope of 20% or more)

- ☐ Include all critical cross sections, including at least one passing through the tallest portion of the building.
- ☐ Include floor plate and roof plate elevation heights.
- ☐ Label the location of the cross-sections on the site plan.

☐ **G.** **Landscape Plan** (required only for new commercial, mixed use and multi-family buildings)

- ☐ Indicate any existing landscaping that is to be removed.
- ☐ Indicate the size, species, and location for all plantings.
- ☐ Include all existing and proposed groundcovers, driveways, walkways, patios, and other surface treatments.
- ☐ Tree survey (for a project that requires a 100 foot bufferyard) that indicates the size (dbh), species, and location of all trees within the required bufferyard and within 20 feet of the bufferyard development including trees located on adjoining properties or public right-of-way.
- ☐ Landscape Bond.

☐ **H.** **Sign Plan** (when combined with a proposed Site Plan or Development Plan request for non-residential, mixed use and multi-family residential developments)

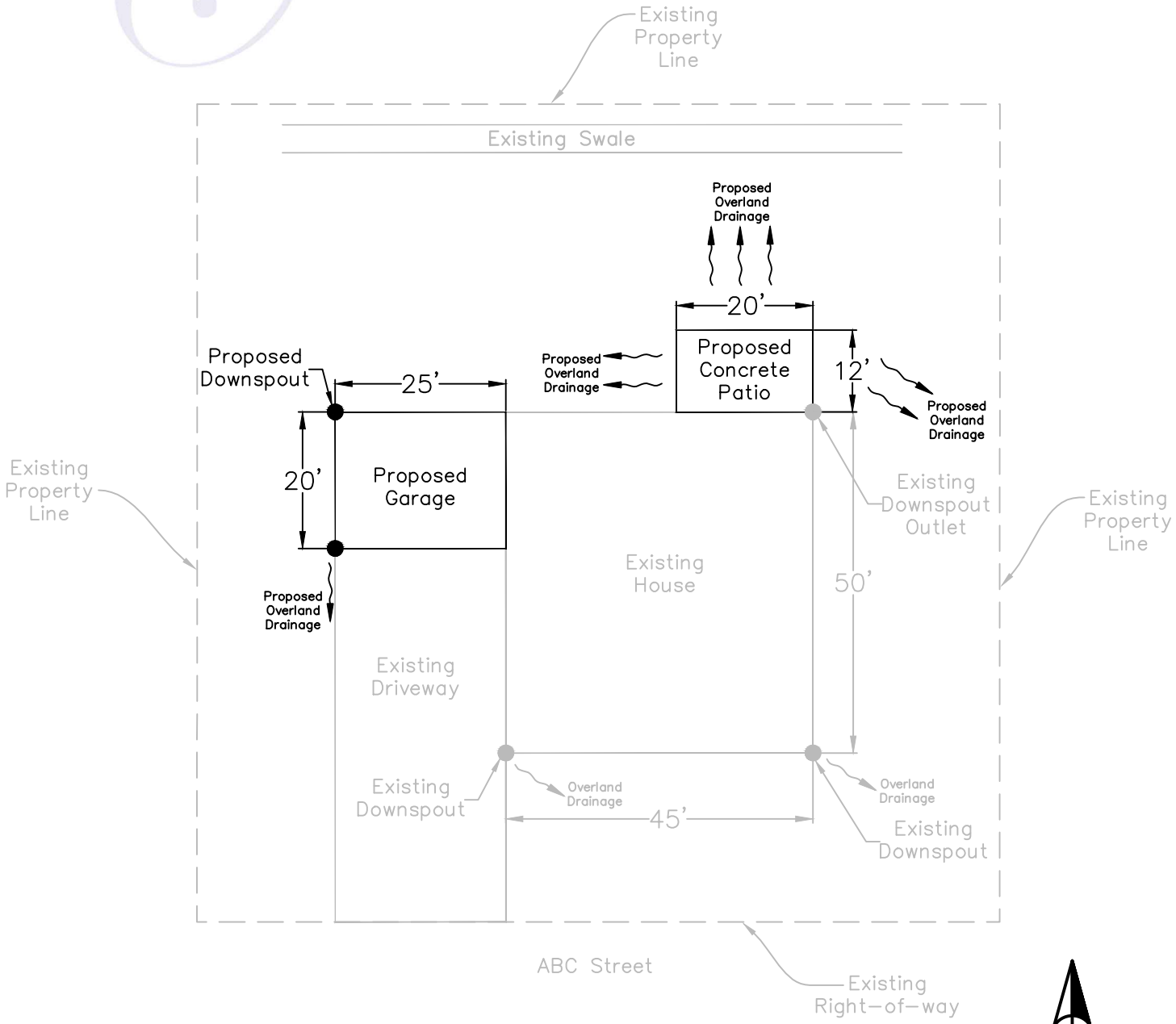
- ☐ Include fully dimensioned color elevations for all proposed signs.
- ☐ Indicate method of lighting and lamp specifications for all proposed signs.

☐ **I.** **Lighting Plan** (required only for non-residential, multi-family residential, and mixed-use projects)

- ☐ Show the type, specifications and location of all proposed exterior lighting fixtures (this may be combined with the Site Plan for small projects).
- ☐ Provide a ground level light plot measuring light levels in footcandles for the entire site and 20 feet beyond the property lines.

4. **Fees** (all fees are due at the time of application submittal) **–** Additional fees may be required if the project changes or based on staff's environmental determination.

Sample Site Plan Requirements



Please Provide the Following Information:

1. Existing drainage conditions.
2. Location of all proposed improvements.
3. Dimensions - size, grade, distance from property lines.
4. Proposed drainage conditions, including underground, overland, and downspouts.
5. Materials to be used (i.e. concrete, pavers, etc.).
6. Proposed impervious area.
7. Show where proposed drainage will exit property.