



FOR OFFICE USE ONLY

Use Permit #: _____

Date Received: _____

Zone: _____

Use: Outright CU Type 1 CU Type

Site Plan & Design Review Application
For all Multi-family, Commercial or Industrial Construction
PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applicant Name: _____ Phone ____/____/____ Fax ____/____

Address _____ City _____ State ____ Zipcode _____

Email _____

Property Owner _____ Phone ____/____/____ Fax ____/____

Address _____ City _____ State ____ Zipcode _____

PROPERTY DESCRIPTION

Property address: _____

City _____ State _____ Zipcode _____

Map# Township _____ Range _____ Section _____ Tax Lot # _____

Present Zoning _____ Total Land Area _____ (Square Ft) _____ (acres)

Present Land Use _____

PROJECT DESCRIPTION

Describe Project:

New Construction Remodel Addition Other

Sq. Ft. Bldg(s) _____ No. of Stories _____ Est. construction Cost \$ _____

Construction Type: Metal Wood Other

Occupancy:

Multi-family Residential Commercial Industrial Other

PROFESSIONAL SERVICES

Builder/Agent: _____ Phone _____ / _____ Fax _____
Address _____ City _____ State _____ Zipcode _____
Email _____

Architect/Designer/Engineer: _____ Phone _____ / _____ Fax _____
Address _____ City _____ State _____ Zipcode _____
Email _____

REQUIREMENTS FOR ALL PLAN SETS SUBMITTED:

The applicant shall submit plans in accordance with the following:

1. All plans shall be submitted on sheets no larger than 24 inches by 36 inches.
2. Ten full-size copies of the full plan set shall be required (Additional copies may be required if necessary for a public hearing).
3. One full set of plans shall be submitted on a sheet no larger than 11 inches by 17 inches.
4. All plans shall be at a scale sufficiently large enough to enable all features of the design to be clearly discerned.
5. Required plans may be combined onto a single sheet (i.e. Site and Landscape Plan) as long as all features of each plan may be clearly discerned.
6. All full-size plans shall be folded by the applicant to a size no larger than 11 x 17 inches.

REQUIRED ITEMS TO BE SUBMITTED:

- Completed application form - *must be signed by the property owner and the applicant*
- Application Fee
- Title Report or Subdivision Guarantee verifying ownership, *including legal description*
- Trip Generation Statement prepared by a professional transportation planner or equivalent. If over 200 ADT result, a Traffic Impact Analysis shall be required.
- Vicinity Map
- Preliminary Grading and Drainage Plan (3 copies)
- Site Analysis Diagram which shall include the following (if applicable):
 - Location and species of existing trees greater than six inches in diameter when measured four feet above the natural grade (indicate which are to be removed)
 - Steep slopes, potential geological hazards or unique natural features that may effect the proposed development
 - Contour lines measured at two foot intervals

- Natural drainage ways, depths of any ground water tables less than 12 feet, and any areas of surface water accumulations
- All buildings, roads, retaining walls, curb cuts and other manmade features, both existing and proposed
- Natural features, including trees, riparian habitat and stream channels and structures on-site or on adjoining properties that have or may have a visual or other significant relationship with the site and the proposed development thereon

- Site Development Plan which shall include the following (if applicable):
 - Project name, scale, legend and north arrow
 - Name of organization/individual who prepared site plan and date prepared
 - Legal description of property
 - Boundary dimensions of site area
 - Street names and locations of all existing and proposed streets, curbs and sidewalks within or adjacent to the proposed development
 - Zoning of each adjacent property
 - Location and dimensions of all proposed and existing structures
 - All required setback lines
 - Location of all building entrances
 - Parking and circulation areas
 - Service and storage areas
 - Locations and dimensions of any easements
 - Outdoor recreation areas
 - Pedestrian and bicycle circulation
 - Location of all exterior mechanical and utility equipment and trash enclosures
 - Lighting plan showing location, type and illumination of all exterior light fixtures
 - Location, size and method of illumination for signs (if proposed)
 - ADA accessibility provisions
 - Location, names, surface and right-of-way widths and improvement standards of all existing and proposed streets within or adjacent to the proposed development

- Landscape Plan which shall include the following (if applicable):
 - Areas to be left as undisturbed natural vegetation
 - Areas to be landscaped, identifying type of landscaping and total area
 - Size, species and locations of plant materials to be retained or placed on the site
 - Layout of irrigation system
 - Location and design of proposed fencing and retaining walls
 - Location of and method of screening for trash enclosures, exterior mechanical equipment and utility equipment
 - Location and design details of walkways, plazas and other common areas

- Written Summary of Project this shall include the following:
 - Area of project site
 - Square footage and height of each proposed structure
 - Area and percent of lot coverage by structures, parking/driveway, recreation areas, storage/service areas and landscaping
 - Total number of parking spaces and area of impervious surface
 - Total square footage of all landscape areas
 - Residential projects: total number of dwelling units

- Specific use for each existing and proposed building on the site
*Note: a written summary is generally included on the Site Plan

- Architectural Drawings - a sketch of the project shall include the following:
 - Floor plans for all floors of proposed building(s)
 - Exterior elevations of every exterior wall surface showing building heights, windows, doors, exterior light fixtures, stairways, balconies and all other architectural details
 - Details of materials, colors and textures. Samples are encouraged and may be required depending on the size, location and visibility of the project.
 - Location and type of all exterior light fixtures, including level of illumination
 - Location, size and method of illumination of all exterior signs (if proposed)
- Additional Information - at the discretion of the Planning Department, the following materials/information may be required prior to the application being deemed complete:
 - Engineered Fire Flow Analysis
 - Flood Elevation Certificate
 - ODOT Access Permit(s)
 - Traffic Impact Analysis
 - Water/Sewer Analysis
 - Property Survey
 - Site Photographs

By signing this application, the undersigned certifies that he/she has read and understands the submittal requirements stated above. Please note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision the Community Development Director may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.

Applicant: _____ Date: _____
Signature

Property Owner: _____ Date _____
Signature

Please note: additional and/or revised information may be required by the Planning Department prior to the application being deemed complete.